

Savings Bonds Resource Guide



PREFACE

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Federal Reserve Bank Savings Bond Servicing Sites

Buffalo, New York

Kansas City, Missouri

Minneapolis, Minnesota

Pittsburgh, Pennsylvania

Richmond, Virginia

Preface

This publication is a reference guide for employees of financial institutions who handle savings bond transactions or answer related questions. This guide covers most questions and provides instructions for handling most bond transactions. In addition, a quick reference guide and an example outline for in-house training are provided as appendixes.

This resource guide is not a substitute for official U.S. Treasury regulations or instructions to agents. You should maintain a file of Treasury Circulars. A list of relevant Treasury Circulars, available from your servicing Federal Reserve Bank, is provided as an appendix.


References to specific interest rates, yields, and Tables of Redemption Values are not included in this guide but are available from Public Debt's website. Yield and rate information is also available in the United States Savings Bonds/Notes Earnings Reports published every six months by the Bureau of the Public Debt, Parkersburg, West Virginia 26106-1328 and also available by either ordering or downloading at **www.publicdebt.treas.gov/sav/savprice.htm** programs for bondowners and agents to assist in pricing and keeping inventory of savings bonds. These popular programs include BondPro, for agents, and the Online Calculator and Savings Bond Wizard for bondowners. Form PDF 3600 will continue to be available to those who do not have access to electronic pricing.

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Chapter 1

 See
Chapter 7 for
information
about I Bonds

General Information

A savings bond represents a loan made to the United States. Bonds are registered securities backed by the full faith and credit of the United States; they cannot be sold in a secondary securities market or used as collateral.

Series Available



I Bonds are accrual type bonds that are purchased at face amount. Interest on this type of bond accumulates and is paid as part of the redemption value when the bond is cashed. See Chapter 7.

Series EE bonds are accrual type bonds and are purchased at a discount. Interest on this type of bond accumulates and is paid as part of the redemption value when the bond is cashed.

Series HH bonds are current-income type bonds and are issued at face amount. Interest on this type of bond is paid every six months by direct deposit via the Automated Clearing House (ACH) payment method. In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

TreasuryDirect – Once the name of an account system for Treasury bills, notes, and bonds, TreasuryDirect is now the brand under which Treasury will offer a full array of information, products, and services to all its customers. In addition to Investment Services for Treasury Bills, Notes, and Bonds, a separate account system offers paperless EE and I bonds under the TreasuryDirect umbrella. Eventually, this new account system will include marketable securities (Treasury bills, notes, and bonds), providing customers with the opportunity to hold a mixture of marketable and savings products direct with Treasury in a single account. To learn more, go to www.treasurydirect.gov.

Denominations

Paper Series EE savings bonds are offered in eight denominations. Until mid-2004, Series HH savings bonds are available in four denominations in exchange for eligible Series E/EE bonds or upon reinvestment of the proceeds of Series H/HH bonds reaching final maturity (H bonds - 30 years after the date of issue; HH bonds - 20 years after date of issue).

Series EE Savings Bonds			
Prefix	Denomination (Face Amount)	Purchase Price	Portrait
L	\$ 50 ¹	\$ 25.00	George Washington
K	75 ¹	37.50	John Adams
C	100	50.00	Thomas Jefferson
R	200	100.00	James Madison
D	500	250.00	Alexander Hamilton
M	1,000	500.00	Benjamin Franklin
V	5,000	2,500.00	Paul Revere
X	10,000	5,000.00	James Wilson
Series HH Savings Bonds			
Prefix	Denomination (Face Amount)	Purchase Price (Through Exchange)	Portrait ²
D	\$ 500	\$ 500	Alexander Hamilton
M	1,000	1,000	Albert Gallatin
V	5,000	5,000	Hugh McCulloch
X	10,000	10,000	John Sherman

¹ These denominations are not available for purchase through payroll savings plans or employer thrift, savings, vacation, 401(K), or similar plans.

² Former Secretaries of the U.S. Treasury Department.


Eligible Owners

Persons eligible to have bonds registered in their names as owner or first-named coowner on original issue include:

- Residents of the United States, its territories and possessions, and the Commonwealth of Puerto Rico
- Citizens of the United States residing abroad
- Civilian employees of the United States or members of its Armed Forces, regardless of residence or citizenship, provided they have a taxpayer identification number (TIN) and
- Residents of Canada or Mexico who work in the United States, but only if the bonds are purchased on a payroll savings plan and the owner provides a TIN

Individuals not included on this list may, however, be designated as coowner, beneficiary, or as the owner in an authorized reissue transaction, unless the individual is a resident of any area where the Treasury restricts or regulates the delivery of checks drawn on U.S. funds. Restricted areas include: the Balkans, Burma (Myanmar), Cuba, Iran, Iraq, Liberia, Libya, North Korea, Sudan, and Zimbabwe. A person who resides in a restricted area and becomes the owner of a savings bond through the death of another person or otherwise may hold the bond without change of registration with the right to redeem the bond if the person later resides in an unrestricted area. For the most up-to-date list of restricted areas, go to www.ustreas.gov/offices/enforcement/ofac/sanctions/index.html.

Registration

 See Chapter 7 for I bond information.

Paper savings bonds are issued only in registered form, and the registration must specify the actual ownership of and interest in the bond. Registration is conclusive of ownership.

Authorized Forms of Registration

There are several authorized forms of registration for individuals, organizations, associations, public bodies, and fiduciaries. A fiduciary is one who manages another's money or property, such as trustee.

Individuals

The registration of paper bonds issued to individuals may take three forms:


Single Ownership (one individual)	Coownership (two individuals as coowners)	Beneficiary (one owner and one beneficiary)
<i>Example:</i>	<i>Example:</i>	<i>Example:</i>
123 45 6789 John Q Doe	123 45 6789 John Q Doe OR Mary S Doe	123 45 6789 John Q Doe POD (payable on death) Mary S Doe
Only the registered owner may redeem the bond. At the death of the owner, the bond becomes the property of the bond owner's estate.	Either coowner may cash the bond without the knowledge or approval of the other. At the death of one coowner, the surviving coowner becomes the sole owner of the bond.	The bond is redeemable only at the request of the registered owner. The beneficiary becomes the owner of the bond at the death of the original owner.

Please note only two names are allowed per bond registration. For bonds in coownership form, one of the coowners is considered the "principal coowner" for Federal income tax purposes. The principal coowner is the coowner who (1) purchased the bonds with his or her own funds or (2) received the bonds as a gift, a legacy, an inheritance, or a result of judicial proceedings and had the bonds reissued (re-registered) in coowner form.

The social security number (SSN) of the owner or first-named coowner is required on all savings bonds. These numbers are used to establish and maintain ownership records of savings bonds, but they are not used for Federal income tax reporting purposes prior to redemption. If the registered owner's or first-named coowner's number is unavailable for a paper gift bond, that is, a bond that will not bear the purchaser's name as owner or coowner, the purchaser's SSN is used.

Fiduciaries, Private or Public Organizations, Associations, and Public Bodies

Paper bonds purchased in a name other than an individual must include an employer identification number. Organizations cannot be named as coowners or beneficiaries. For other authorized forms of registration, see Department of the Treasury Circular, Public Debt Series No. 3-80, Sec. 353.7, paragraphs (b) through (e).

<p>Fiduciary The registration of bonds issued to a fiduciary takes the following forms:</p> <p>12-3456789 John Doe Trustee under agreement with Mary Roe dated 12/17/94</p> <p>or in an abbreviated form:</p> <p>12-3456789 John Doe Tr U/A Mary Roe dtd 12/17/94</p> <p> See Appendix A for examples of additional trust registrations.</p>	<p>Private Organization The registration of bonds issued to a private organization takes the following form:</p> <p>12-3456789 Smith Manufacturing Company a corporation</p>
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Minor Involved in Bond Purchase

Purchase Made by Minor

Minors may purchase paper bonds with their own wages, earnings, or other funds under their control.

Purchase Made by Someone Other Than Minor

If the purchaser uses the minor's funds, the bonds should be registered in the minor's name alone with no coowner or beneficiary. If the purchase is made by a court-appointed representative of a minor's estate, the bond may be registered in the minor's name or in the name of the representative, followed - in either case - by an appropriate reference to the guardianship or fiduciary capacity.

When the purchaser's funds are used, the bond may be registered in the name of the minor as the owner, coowner, or beneficiary.


Gift to Minors

A paper bond may be purchased as a gift to a minor under a gift to minors or transfer-to-minors statute in effect in the state in which either the donor, the custodian, or the minor resides. Such bonds shall be registered as provided in the statute and no coowner or beneficiary can be named on the bonds. See appendix L.

Natural Guardians

A paper bond may be registered in the name of either parent of a minor as the natural guardian. A coowner or beneficiary may be named if the funds used to purchase the bond do not belong to the minor.

Bonds for Education

 See "Education Savings Options" in this chapter.

Incompetent Involved in Bond Purchase

A paper bond may be registered in the name of an incompetent if a legal representative has been appointed by the court for that person's estate. A reference to the legal guardian or similar fiduciary estate must be included in the registration of the bond. No coowner or beneficiary can be named on a bond purchased with funds belonging to the incompetent.

Gifts to the United States

Some persons buy paper bonds with the intent of making the bonds a gift to the United States upon their death. In this case, the United States Treasury is named as either the coowner or beneficiary of the bond. Advise purchasers that these bonds may not be reissued to change such a designation, except in the case of Series EE or HH bonds on which the Treasury has been designated as beneficiary.

Forms of Payment

Until mid-2004, Series HH bonds are available only as the result of an authorized exchange of eligible Series E/EE bonds or upon reinvestment of the proceeds of matured Series H/HH bonds. Persons may purchase paper Series EE bonds using any of the following forms of payment:

Cash

Cash is acceptable in payment of the purchase price of a bond. Although it is an acceptable form of payment for savings bonds, cash should not be sent in the mail to the servicing FRBs.

Checks or Money Orders

You may accept checks or money orders from non-customers at your own risk. If checks are accepted, purchase orders should not be dated and submitted until such checks have cleared and been collected. *(For further details, see "Completing the Order Form" in Chapter 2.)* If a check is returned as uncollectible after the related purchase order has been submitted, you should take the necessary action to collect the amount of the check. If unable to collect that amount, you must accept the loss.



If checks are accepted, purchase orders should not be dated and submitted until such checks have cleared and been collected.

Savings Stamps

Savings stamps are worth their face amounts; the denominations are \$0.10, \$0.25, \$0.50, \$1.00, and \$5.00. The sale of savings stamps was discontinued June 30, 1970.

You must accept U.S. Savings Stamps offered in full or partial payment for Series EE savings bonds. You may accept and redeem savings stamps presented solely for cash payment, but you are not required to do so. If you choose not to redeem savings stamps presented for cash payment, you should forward them to your servicing FRB for payment. You should also include payment instructions with the stamps.

Redeeming Savings Stamps

When redeeming stamps for cash or accepting them as payment for Series EE bonds, you should determine whether the stamps have been marked or mutilated in such a manner as to be of questionable value or identity or to indicate previous cancellation. Stamps that have been torn or partially burned may be approved for redemption provided (1) more than one-half of the same stamp remains and (2) its identity and denomination can be established.

You should affix loose stamps securely and separately to a card or a sheet of paper. Be sure to include the owner's name and address on the card or paper. You should immediately cancel the stamps to prevent their presentation a second time by using a rubber stamp with permanent ink or by perforation, without obliterating the identity or denominational value of the stamps. On each card or paper submitted, record (1) the total value of the attached stamps that you paid, (2) the name and address of the presenter, and (3) your institution's name and location.

After canceling redeemed stamps, send them to your servicing FRB. Include an adding-machine tape or other listing providing the value of each card or paper submitted and the total value for all stamps in the shipment. The FRB will notify you of any discrepancies found.

Purchase Limits

Series EE bonds are limited to an investment of \$30,000 (purchase price) - \$60,000 (face amount) per person (first-named registrant – owner or first-named coowner), per calendar year. Bonds the purchaser obtained in earlier years do not affect the current year's limitation. Bonds purchased and redeemed (or exchanged prior to mid-2004) in the same calendar year are also excluded from the computation.



Investment amounts in Series EE bonds are limited by calendar year.

Annual Limitation on Series EE Savings Bond Purchases		
Bond Registration	Issue Price	Face Amount
Single Owner	\$ 30,000	\$ 60,000
Coowners	30,000	\$ 60,000
Owner with Beneficiary	30,000	\$ 60,000
Fiduciary (e.g., trust, estate)	30,000	\$ 60,000

Coowners: Purchases of Series EE bonds in coownership form will apply to the annual purchase limit of the first-named coowner. Bond owners are no longer permitted to attribute to either coowner, or apportion between coowners, bonds bearing the names of two people as coowners.

Beneficiary: Purchases are attributable to the owner, not the beneficiary.

Fiduciary Capacity: Bonds issued to persons serving only as guardian, trustee, or in another fiduciary capacity are computed separately from personal purchases that list them as owner or coowner.

Series HH

Until mid-2004, Series HH bonds obtained in exchange for accumulated holdings of Series E/EE bonds or upon reinvestment of the proceeds of matured Series H/HH bonds, are not subject to an annual purchase limitation.

A minimum of \$500 (current redemption value) of eligible Series E/EE bonds must be presented each time an exchange is requested, and no more than \$499.99 in a cash adjustment can be made to the total redemption value. When reinvesting in Series HH bonds, customers cannot add money to the proceeds of matured Series H/HH bonds to obtain additional bonds.

Issue Date



The issue date is important because it determines when a bond begins earning interest, increases in value, and stops earning interest.

A paper bond's issue date is the first day of the month in which you receive and accept the issue price and a properly completed and signed purchase order or exchange application. The issue date is important because it determines when a bond begins earning interest, increases in value, and stops earning interest.

If you receive the purchase order after your normal daily cut-off time for dating transactions, you may date the purchase order as of the next business day. Be sure to inform persons paying for bonds with a check that the issue date for their bonds will be the first day of the month in which their funds are accepted and available.

Over-the-Counter Purchases at End of Month

If your financial institution treats services provided in the evening hours or on weekends as the next business day's transactions, then savings bonds sales transactions may be treated in the same manner. For example, if a purchaser submits an order on Saturday, July 31, change the date on the

purchase order to the next business day, August 2, and inform the purchaser of the change in the bond's issue date. The purchaser must initial the change.

Payroll Savings Plan Purchases

The bond purchaser is entitled to an issue date for the month in which the full purchase price is accumulated. However, the actual issue date for a payroll savings plan bond is the month in which the full purchase price is received by the servicing FRB.

On occasion, the purchase price of employees' bonds is accumulated near a month's end, but the employer is unable to forward the payment and bond registration data to the bond-issuing institution until the next month. In this case, the bonds are entitled only to an issue date of the latter month. These bonds may have the earlier issue date if the employer arranges to deliver the purchase price to the servicing FRB in the same month the employees completed payment, even though the bond registration data cannot be submitted until the next month. The employer is expected to supply the bond registration data as soon as possible in the month following the payment.

Interest and Maturity

Paper Series E/EE Bonds and Savings Notes - Accrual Type



See Appendix J for detailed questions and answers about interest on these bonds/notes.

Interest accrues and is paid as part of the redemption value when a Series E/EE bond or savings note is cashed. The issue date determines when a bond begins earning interest, increases in value, and stops earning interest. The rate at which bonds earn interest also depends on the issue date. The issue date is the first day of the month in which full payment is received by an agent authorized to accept purchase order forms.

Paper Series EE bonds issued May 1997 and after

Series EE savings bonds bought on or after May 1, 1997 will earn interest based on 5-year Treasury security yields right from the start. The new rate for EE bonds will be 90% of the average yields on 5-year Treasury securities for the preceding six months.

These EE bonds increase in value every month. Interest is compounded semiannually.

A 3-month interest penalty will apply to bonds cashed before five years. This rewards longer-term bond holders who then benefit from higher 5-year rates over the full life of the bond.

If a bond is redeemed before it is five years old, the last 3 months worth of interest is forfeited. For example, if a bond was bought in May 1997 and cashed 24 months later in May 1999, the bondowner received their original investment back plus 21 months of interest. The value of the bond would be based on the announced rates applied over the 21-month period from May 1997 through February 1999.

Rates announced each May and November are the annual rates that apply to bonds for those 6-month earning periods. For example, the 6-month earning period for a bond issued in May is from May through October; for a bond issued in June, it's June through November.

Series EE bonds earn interest for 30 years. This long life lets investors use savings bonds for truly long-term goals like education and retirement.

Interest earned on Series EE bonds is exempt from State and local income taxes. The bondowner can defer Federal income tax until the bond is redeemed, or the bonds stop earning interest after 30 years. This means the bondowner can plan ahead and choose when might be the best time to realize income for tax purposes.



Bonds earn interest based on their original terms and conditions until original maturity.

There are also special tax benefits available for education savings. If bondowners qualify, they can exclude all or part of the interest earned on Series EE bonds from income when the bonds are redeemed to pay for post-secondary tuition and fees.

Paper Series EE bonds are sold at half their face value and are available in denominations ranging from \$50 through \$10,000. Because EE bond interest is pegged to market rates every six months, there's no way to predict when a bond will reach its face value. In the unlikely event that rates are so low that a paper bond with a June 2002 or later issue date doesn't reach face value by the time it is 20 years old, Treasury will make a one-time adjustment to increase the bond's value to face value at that time. For paper bonds issued May 1997 through May 2003, Treasury will make a one-time adjustment if the bond does not reach face value by the time it is 17 years old.

Series EE bonds may be cashed any time after twelve months from issue. Most investors plan to hold bonds for longer-term goals, yet they know they can get their money with interest if they need it. Of course, if a bond is redeemed before five years, a 3-month interest penalty applies.


Paper Series EE bonds issued May 1995 - April 1997

Series EE savings bonds issued May 1, 1995 through April 30, 1997, earn interest based on market yields for Treasury securities. Each May 1 and November 1, Treasury announces a Long-Term Rate which is applied to these bonds from five years through 17 years. Bonds will continue to earn interest from 17 years through 30 years at the rates then in effect. These Series EE bonds earned short-term rates for the first five years.

Series EE bonds earn the long-term rates from five years through 17 years. The long-term rate is 85% of the average of five-year Treasury security yields. A new rate is announced and becomes effective each May 1 and November 1. The May 1 rate reflects market yields during the preceding November through April and the November 1 rate reflects market yields during the preceding May through October.

The announced rate applies to the first semiannual earning period for a bond beginning on or after May 1 or November 1. The earnings from the rate will be reflected in the bond's value six months later.

Interest will be added to the value of your bonds every six months. Bonds will increase in value six months after purchase and every six months thereafter. For example, a bond bought in June will increase in value on December 1 and on each following June 1 and December 1. When you cash your bonds, you'll receive the value of the bonds as of the last date interest was added. If you redeem your bonds between dates on which they increase in value (accrue interest) you will not receive interest for the partial period.

 See Appendix B for a table listing the interest accrual dates.

Paper Series E/EE bonds and savings notes issued before May 1995

The rate at which these bonds earn interest depends on their issue date. Some bonds are earning guaranteed minimum rates. Still others are earning market-based rates. Once your bonds are held for five years, they earn interest at either guaranteed minimum rates or market-based rates, whichever produces the higher redemption value.

Guaranteed minimum rates were set at the time a bond was issued. This initial minimum rate applies for a bond's original maturity period and is subject to change as a bond enters an extended maturity period. When a bond enters an extended maturity period, its guaranteed minimum rate (for the new period) becomes the minimum in effect at that time for pre-May 1995 issues. For guaranteed minimum rates, contact your servicing Federal Reserve Bank.

Market-based rates are based on the 5-year Treasury securities yields that are calculated each May 1 and November 1. The market-based savings bond rate is set at 85% of the average of these yields for the applicable earning periods.

Series EE Bonds Issued March 1993 through April 1995


Bonds with issue dates of March 1993 through April 1995 have a guaranteed minimum rate of 4% per year, compounded semiannually. These bonds have an original maturity period of 18 years. Once they've been held for five years, they become eligible for market-based rates.

Series EE Bonds Issued November 1982 Through February 1993

These bonds begin earning interest on a fixed graduated scale that starts at 4.16% at six months and increases during the first five years to reach a guaranteed minimum rate at five years. Bonds with issue dates of November 1986 through February 1993 have a guaranteed minimum rate of 6% per year, compounded semiannually, for their **12-year original maturity period**. Bonds with issue dates of November 1982 through October 1986 had a guaranteed minimum rate of 7.5% per year, compounded semiannually, for their **10-year original maturity period**. These bonds are eligible for market-based rates once they're held for five years. For current rates, contact your servicing Federal Reserve Bank.

Series EE Bonds Issued Before November 1982

These bonds, if they have not reached final maturity and stopped earning interest, are earning interest at either guaranteed or at market-based rates, whichever produces the higher redemption value.

 See Appendix B for a table listing the interest accrual dates

Series H/HH Bonds - Current-Income Type

Important Note: Treasury has announced that it intends to discontinue offering HH bonds after mid-2004.

Interest is paid every six months by direct deposit (ACH) to an account in the owner's or coowner's name. Series HH bonds are issued for an original term of 10 years and are granted one 10-year extension giving them a full life of 20 years. Interest rates are subject to change when a bond enters an extension period. Series HH bonds issued January 1, 2003, and later and Series H/HH bonds entering an extended maturity period January 1, 2003, and later earn interest at the fixed rate of 1.5%. All other Series H/HH bonds earn interest at the fixed rate of 4.0%.

You may direct your customers to www.treasurydirect.gov/sav/sbhhbits.htm, where they can log on and manage their account automatically. Through the H/HH Internet Services site, they can view their account, change their address, and request tax information by way of a safe and secure access. Sign up for direct deposit is not allowed on the site.

Original and Final Maturity

Until original maturity, bonds earn interest according to the terms and conditions established at the time they were issued. When a savings bond has reached its original maturity, it enters an extended maturity period. Extended maturity periods are generally ten years but can be longer or shorter to complete an overall life span of 30 or 40 years. Bonds can continue to enter additional extended maturity periods to reach final maturity. Bonds continue to earn interest until final maturity.

The maturity periods for all series of savings bonds may also be found at www.treasurydirect.gov/sav/savmat.htm. Your customers can also check for bonds that have reached final maturity or for interest payments or bonds returned to the Treasury as undeliverable at *Treasury Hunt* found at www.treasurydirect.gov/sav/sbtdhunt.htm. If these electronic tools are not accessible to your financial institution, please contact your servicing FRB.

Original and Final Maturities of Bonds		
Issue Date	Original Maturity	Final Maturity
Series EE Bonds		
June 2003 – present	20 years	30 years
May 1995 – May 2003	17 years	30 years
Mar 1993 - Apr 1995	18 years	30 years
Nov 1986 - Feb 1993	12 years	30 years
Nov 1982 - Oct 1986	10 years	30 years
May 1981 - Oct 1982	8 years	30 years
Nov 1980 - Apr 1981	9 years	30 years
Jan 1980 - Oct 1980	11 years	30 years
Series E Bonds		
Dec 1973 - Jun 1980	5 years	30 years
Jun 1969 - Nov 1973	5 years, 10 months	30 years
Dec 1965 - May 1969	7 years	30 years
Jun 1959 - Nov 1965	7 years, 9 months	40 years
Feb 1957 - May 1959	8 years, 11 months	40 years
May 1952 - Jan 1957	9 years, 8 months	40 years
May 1941 - Apr 1952	10 years	40 years
Savings Notes		
May 1967 - Oct 1970	4 years, 6 months	30 years
Series HH Bonds		
Jan 1980 - present	10 years	20 years
Series H Bonds		
Feb 1957 - Dec 1979	10 years	30 years
Jun 1952 - Feb 1957	9 years, 8 months	29 years, 8 months

Income Tax Reporting




If interest is reported annually, advise owners to keep tax payment records.

Series E/EE Bonds and Savings Notes

The difference between the purchase price and the redemption value of Series E/EE bonds and savings notes is interest. The interest is subject to Federal income tax but not state or local income taxes. For Federal income tax purposes, bondowners can report interest annually as it accrues or they can defer interest reporting.

If interest is reported annually, or as the result of a taxable reissue transaction, advise owners to keep tax payment records. When bonds are cashed, an Internal Revenue Service (IRS) form 1099-INT will be issued for the full amount of interest, and owners will need records to prove prior reporting to IRS.

Deferred interest must be reported when the bond (1) is cashed; (2) reaches final maturity (stops earning interest); or (3) is disposed of in some other way, such as reissuing the bond to some other eligible person, whichever event occurs first.

 For additional instructions, see *"Interest Reporting"* in Chapter 5.

Series HH Bonds

For bondowners who have older Series E/EE bonds, the Series HH bond provides a way to further defer the tax liability on the interest accrued on the older bonds and at the same time receive income every six months. Bondowners can defer the original tax liability up to 20 years, the total life of the HH bond, at which time it will be reported to the IRS. The amount that is being deferred must be reported when the bond (1) is cashed; (2) reaches final maturity (stops earning interest); or (3) is disposed of in some other way, such as reissuing the bond to some other eligible person, whichever event occurs first.

Interest earned on Series HH bonds, like that on Series E/EE bonds, is exempt from state and local income taxes. However, the semiannual interest payments represent current income and must be reported to the IRS for the year in which they are received.

Treasury has announced that it intends to discontinue offering HH bonds after mid-2004.

Education Savings Options

Option 1 - Interest Exclusion from Taxes

Under 26 U.S.C. 135, the interest on Series EE savings bonds purchased January 1990 and after may be tax-exempt when used to (1) pay tuition and fees at qualified educational institutions; or (2) make contributions to a qualified state tuition program (beginning with the 1998 tax year), provided the bondowners meet certain income and registration requirements. Details can be found in IRS Publication 970. This interest exclusion is also extended to Series I savings bonds. As an issuing or paying agent, this act does not require you to process any additional forms. You need only to provide bondowners with the bond's value and interest amount at the point of redemption. Bondowners must provide this information when claiming the interest exclusion on IRS Form 8815 shown later in this chapter.

To qualify for the interest exclusion:

- Bonds must have an issue date of January 1990 and after.
- Bonds must be issued in either one parent's name, both parents' names, or in the name of someone entitled to claim that child as a dependent for Federal income tax purposes.
- Bonds cannot be issued in the name of the dependent child or any other individual as owner or coowner. Anyone, including the dependant child, may be listed as the beneficiary on the bonds.
- Bonds must be issued to individuals who are at least 24 years of age on the first day of the month in which the bonds are issued.

The reason why you have to be 24 to qualify for the interest exclusion is because the Federal income-tax-reducing features of IRS regulations and the tax code (Title 26 of the U.S. Code) are often not available to someone who can be claimed as an exemption on someone else's IRS Form 1040. Consequently, the bond owner must be at least 24 years old before the bond is issued. Any tax benefit from the savings bond education feature is intended for parents who diligently save over a long-term.

The bonds must be redeemed in a year the bondowner pays qualified educational expenses (tuition and fees) to an eligible educational institution or a qualified state tuition program beginning with the 1998 tax year. Room, board, and books are not qualified educational expenses. Eligible educational institutions include colleges, universities, technical institutes, and vocational schools within the United States that meet certain Federal standards. If tuition and fees are less than the total redemption value of eligible bonds cashed, the exemption is proportional to the percentage of the value that was used for tuition and fees. For example, if \$10,000 worth of bonds are redeemed during the year but tuition and fees total only \$8,000, 80% of interest income is exempt from Federal income tax.



Income limits are adjusted annually for inflation.

Income limits apply to the taxpayer's modified adjusted gross income in the year bonds are redeemed and tuition is paid. These income limits are adjusted annually for inflation and can be found in IRS Publications 550 and 970. These limits are also reflected in the instructions for IRS form 8815. Modified adjusted gross income includes the bond's accumulated interest before exclusion. Married taxpayers must file a joint return to be eligible for the exclusion.

To complete their tax return, bondowners should retain records for Series EE bonds they cash during the tax year in two separate groups: (1) bonds issued through 1989 and (2) eligible bonds issued beginning in 1990. This will help bondowners determine how much interest can be excluded from gross income in the year that qualified bonds are cashed. Bondowners should bear in mind that Series EE bonds purchased before 1990 do not qualify.

Advise bondowners to keep records of the bonds' serial numbers, face amounts, issue dates, and date(s) of redemption; the total proceeds received (purchase price and interest); the name of the educational institution paid, and the amount of qualified expenses; and the date those expenses were paid. Bondowners may use IRS form 8818 to record information about bonds eligible for the exclusion. When bonds are cashed, bondowners should use the form to record the total proceeds and interest.

For detailed information on recordkeeping requirements and other tax information, refer your customers to their IRS District Office.



Form 8815

IRS Form 8815 includes the necessary worksheet and instructions to taxpayers for filing income tax returns.

Form 8815 Department of the Treasury Internal Revenue Service (99)	Exclusion of Interest From Series EE and I U.S. Savings Bonds Issued After 1989 (For Filers With Qualified Higher Education Expenses) ▶ Attach to Form 1040 or Form 1040A.	OMB No. 1545-1173 2001 Attachment Sequence No. 57																																							
Name(s) shown on return		Your social security number																																							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%; text-align: center;">(a) 1 Name of person (you, your spouse, or your dependent) who was enrolled at or attended an eligible educational institution</th><th style="width: 50%; text-align: center;">(b) Name and address of eligible educational institution</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>			(a) 1 Name of person (you, your spouse, or your dependent) who was enrolled at or attended an eligible educational institution	(b) Name and address of eligible educational institution																																					
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If you need more space, attach a statement.																																									
<table border="1" style="width: 100%; border-collapse: collapse;"><tbody><tr><td style="width: 70%;">2 Enter the total qualified higher education expenses you paid in 2001 for the person(s) listed in column (a) of line 1. See the instructions to find out which expenses qualify</td><td style="width: 5%;">2</td><td style="width: 25%;"></td></tr><tr><td>3 Enter the total of any nontaxable educational benefits (such as nontaxable scholarship or fellowship grants) received for 2001 for the person(s) listed in column (a) of line 1. See instructions</td><td>3</td><td></td></tr><tr><td>4 Subtract line 3 from line 2. If zero or less, stop. You cannot take the exclusion</td><td>4</td><td></td></tr><tr><td>5 Enter the total proceeds (principal and interest) from all series EE and I U.S. savings bonds issued after 1989 that you cashed during 2001</td><td>5</td><td></td></tr><tr><td>6 Enter the interest included on line 5. See instructions</td><td>6</td><td></td></tr><tr><td>7 If line 4 is equal to or more than line 5, enter "1,000." If line 4 is less than line 5, divide line 4 by line 5. Enter the result as a decimal (rounded to at least three places)</td><td>7</td><td style="text-align: center;">× .</td></tr><tr><td>8 Multiply line 6 by line 7</td><td>8</td><td></td></tr><tr><td>9 Enter your modified adjusted gross income. See instructions Note: If line 9 is \$70,750 or more if single or head of household, or \$113,650 or more if married filing jointly or qualifying widow(er), stop. You cannot take the exclusion.</td><td>9</td><td></td></tr><tr><td>10 Enter: \$55,750 if single or head of household; \$83,650 if married filing jointly or qualifying widow(er)</td><td>10</td><td></td></tr><tr><td>11 Subtract line 10 from line 9. If zero or less, skip line 12, enter -0- on line 13, and go to line 14</td><td>11</td><td></td></tr><tr><td>12 Divide line 11 by: \$15,000 if single or head of household; \$30,000 if married filing jointly or qualifying widow(er). Enter the result as a decimal (rounded to at least three places)</td><td>12</td><td style="text-align: center;">× .</td></tr><tr><td>13 Multiply line 8 by line 12</td><td>13</td><td></td></tr><tr><td>14 Excludable savings bond interest. Subtract line 13 from line 8. Enter the result here and on Schedule B (Form 1040), line 3, or Schedule 1 (Form 1040A), line 3, whichever applies</td><td>14</td><td></td></tr></tbody></table>			2 Enter the total qualified higher education expenses you paid in 2001 for the person(s) listed in column (a) of line 1. See the instructions to find out which expenses qualify	2		3 Enter the total of any nontaxable educational benefits (such as nontaxable scholarship or fellowship grants) received for 2001 for the person(s) listed in column (a) of line 1. See instructions	3		4 Subtract line 3 from line 2. If zero or less, stop . You cannot take the exclusion	4		5 Enter the total proceeds (principal and interest) from all series EE and I U.S. savings bonds issued after 1989 that you cashed during 2001	5		6 Enter the interest included on line 5. See instructions	6		7 If line 4 is equal to or more than line 5, enter "1,000." If line 4 is less than line 5, divide line 4 by line 5. Enter the result as a decimal (rounded to at least three places)	7	× .	8 Multiply line 6 by line 7	8		9 Enter your modified adjusted gross income. See instructions Note: If line 9 is \$70,750 or more if single or head of household, or \$113,650 or more if married filing jointly or qualifying widow(er), stop . You cannot take the exclusion.	9		10 Enter: \$55,750 if single or head of household; \$83,650 if married filing jointly or qualifying widow(er)	10		11 Subtract line 10 from line 9. If zero or less, skip line 12, enter -0- on line 13, and go to line 14	11		12 Divide line 11 by: \$15,000 if single or head of household; \$30,000 if married filing jointly or qualifying widow(er). Enter the result as a decimal (rounded to at least three places)	12	× .	13 Multiply line 8 by line 12	13		14 Excludable savings bond interest. Subtract line 13 from line 8. Enter the result here and on Schedule B (Form 1040), line 3, or Schedule 1 (Form 1040A), line 3, whichever applies	14	
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General Instructions

Section references are to the Internal Revenue Code.

Purpose of Form

If you cashed series EE or I U.S. savings bonds in 2001 that were issued after 1989, you may be able to exclude from your income part or all of the interest on those bonds. Use this form to figure the amount of any interest you may exclude.

Who May Take the Exclusion

You may take the exclusion if **all four** of the following apply.

1. You cashed qualified U.S. savings bonds in 2001 that were issued after 1989.
2. You paid qualified higher education expenses in 2001 for yourself, your spouse, or your dependents.
3. Your filing status is any status **except** married filing separately.
4. Your modified AGI (adjusted gross income) is less than: \$70,750 if single or head of household; \$113,650 if married filing jointly or qualifying widow(er). See the instructions for line 9 to figure your modified AGI.

U.S. Savings Bonds That Qualify for Exclusion

To qualify for the exclusion, the bonds must be series EE or I U.S. savings bonds issued after 1989 in your name, or, if you are married, they may be issued in your name and your spouse's name. Also, you must have been age 24 or older before the bonds were issued. A bond bought by a parent and issued in the name of his or her child under age 24 does not qualify for the exclusion by the parent or child.

Recordkeeping Requirements

Keep the following records to verify interest you exclude.

- Bills, receipts, canceled checks, or other documents showing you paid qualified higher education expenses in 2001.
- A written record of each post-1989 series EE or I bond that you cash. Your record must include the serial number, issue date, face value, and total redemption proceeds (principal and interest) of each bond. You may use **Form 8818, Optional Form To Record Redemption of Series EE and I U.S. Savings Bonds Issued After 1989**.

For Paperwork Reduction Act Notice, see back of form.

Cat. No. 10822S

Form **8815** (2001)

Option 2 - Other Approaches to Handling Taxes on Bond Interest

Individuals who do not qualify for the interest exclusion can still use savings bonds to help with their children's education expenses. Details can be found in IRS Publication 929, "Tax Rules for Children and Dependents." Interest income on bonds purchased in a child's name alone or with a parent as the beneficiary (not a coowner) can be included as income of the child each year as it accrues or deferred until the bonds are redeemed. In either case, the child will be subject to any Federal income tax on the interest. Whether annual or deferred reporting is most beneficial will depend on the child's income over the life of the bonds.



Interest income on bonds purchased in a child's name can be reported annually as it accrues or deferred until the bonds are redeemed.

Annual Reporting

A parent may file a Federal income tax return in the child's name (the child will need to have a social security number), reporting the total accrued interest on all bonds registered to the child. The intention to report savings bonds interest annually, that is, on an accrual basis, must be noted on the return. The option to report accrued interest income annually applies to all future years. Questions relating to conditions under which this reporting method may be changed should be referred to the IRS.

No tax will be due unless the child has a total income in a single year equal to the threshold that requires a return to be filed, and no further returns need to be filed until that annual income level has been reached. For children under age 14, unearned income (including dividends and interest) over a specified threshold for that age group will be taxed at the parent's rate. If the child is age 14 or older, income will be taxed at the child's rate. The income thresholds are indexed for inflation and are provided in IRS Publication 929.

Under this approach, the tax liability on the bond interest is satisfied on an annual basis; therefore, when the bonds are redeemed only the current year's accrual will be subject to Federal income tax.

When bonds are redeemed, all interest earned on bonds must be reported to the IRS. Advise parents to keep complete records when using this option so they can show the IRS that interest has been previously reported.

Replacing a Paper Bond



If the intended recipient does not receive a bond, see "Bonds Lost or Stolen Before Receipt by Addressee" in Chapter 2.

Bonds lost, stolen, destroyed, mutilated, or not received will be replaced either by a substitute bond of the same denomination (face amount) bearing the same issue date or by payment for the current redemption value (if the bond is at least twelve months old), provided sufficient information and evidence in support of a claim are supplied.



Bond Replacement: Owner must submit Form PD F 1048.

Once a bond has been delivered, any subsequent loss, theft, destruction, mutilation, or defacement should be reported to the Office of Investor Services, Bureau of the Public Debt, Parkersburg, WV 26106-1328.

The owner should submit a claim for replacement or payment of the bonds on form PD F 1048, which is available from your servicing FRB. The form and any remains of bonds that have been destroyed, mutilated, or defaced should be sent to the address indicated. All pertinent questions should be answered on the form. If a robbery, burglary, or theft is involved, and the bonds total \$5,000 (face amount) or more, the bondowner should furnish a copy of the police report.

Furnishing serial numbers will help facilitate replacement of the bonds. If the owner does not know the serial numbers of the bonds, the following information should be provided:

- The series of the bonds (E, EE, H, HH, etc.).
- The issue dates of the bonds (month and year of purchase).
- The denominations of the bonds (\$50, \$75, etc.).
- All names, including the middle names or initials shown in the bond registrations.
- All addresses (street name and number, city, state, and ZIP code) that appear on the bonds.
- The social security numbers of all persons named first in the registration of missing bonds, including minors. If the bonds were purchased as gifts and the social security number of the purchaser was used in the bond registrations, that number should be provided if possible.
- The date of the theft or loss or the circumstances leading to the bond's defacement, mutilation, or destruction.
- The serial number of any bonds still in the owner's possession.



Alert!

A bond for which no claim has been filed within ten years of the recorded date of redemption is presumed to have been properly paid.

Public Debt can determine that the bonds in question are still outstanding (i.e., unredeemed), replacement bonds or a check for their current redemption value will be issued in accordance with the owner's application.

If the records show that the bonds have been redeemed, the claim usually will be denied unless someone other than the owner or coowner has cashed the bonds. In such cases, an investigation of the payment may be appropriate. However, *a bond for which no claim has been filed within ten years of the recorded date of redemption is presumed to have been properly paid.* Film records of paid bonds are maintained for ten years following the recorded redemption date. In addition, *no claim filed six years or more after the final maturity of a bond will be considered unless the claimant can supply its serial number.*

If a lost bond is found after a replacement bond or a payment of its redemption value has been issued, the owner must immediately return the original bond with an explanation to Public Debt.

Chain Letter Schemes

Issuing U.S. Savings Bonds as part of a chain letter or pyramid scheme is prohibited.

Do not accept orders for savings bonds in cases where you know or have reason to suspect that the bonds will be used in any type of chain letter or pyramid scheme. This applies even if the U.S. Postal Service will not be used to deliver the bonds.

Whenever there is a sudden sharp increase in the purchase of paper savings bonds issued to persons other than the purchaser or the purchaser's family, notify your local postmaster who, in turn, may alert the Office of the Postal Inspector.

Individuals who purchase savings bonds in connection with a chain letter scheme and later discover that their participation violated certain laws and regulations (including State laws), may request a refund of the original purchase price of the bonds by submitting the bonds and form PD F 2966 to their servicing FRB.

Gift purchases of savings bonds are legitimate and are encouraged by the Treasury as long as they are not associated with any type of fraudulent practice. Gift certificates are available to present to the owner pending receipt of the bond.

Issuing Bonds

Information in this chapter generally applies to I Bonds. For further details, see "Issuing Bonds" in Chapter 7.



Bonds are issued through the Regional Delivery System (RDS).

Qualified issuing agents receive payments and process purchase orders for Series EE savings bonds and I Bonds. Order forms are forwarded by agents to their servicing Federal Reserve Banks (FRBs). Servicing FRBs will process savings bond purchase orders, arrange for the printing of the bonds, and mail them to the address indicated on the purchase order form. Bonds should be received within 15 business days of the purchase order date.

To buy a Series EE savings bond, a purchaser must complete an Order for Series EE U.S. Savings Bonds, form PD F 5263 or PD F 5263-1 for fiduciary registrations. For I Bond purchases, use a Series I Order for U.S. Savings Bonds, form PD F 5374 or PD F 5374-1 for fiduciary registrations. Instructions and proper forms of registrations are provided on the back of the third copy of each form. For additional information on acceptable forms of fiduciary registrations, refer to page 1-3 and Appendix A. The white boxes on the order forms identify spaces where either the purchaser or you must provide information for the form to be considered complete. If the servicing FRB receives an incomplete order form, the form may be returned to you for proper completion.

As an issuing agent, it is your responsibility to:

- ensure that each savings bond purchase order form is complete, accurate, and legible
- collect payment for the bonds being ordered
- ensure your servicing FRB receives purchase orders within five business days of the recorded purchase date
- reconcile your reserve account charges promptly
- handle all inquiries regarding bonds

You will be paid a fee of 50 cents per purchase order form submitted on paper and a fee of 85 cents per purchase order submitted in an automated format. Your servicing FRB will credit fee payments on a monthly basis to your institution's reserve/correspondent account.

Note: In addition to bonds issued through an issuing agent, bonds are also issued through Payroll Savings Plans and issued in electronic format in TreasuryDirect via www.treasurydirect.gov. Contact your servicing FRB for further information. (Payroll bond orders are not eligible for fee payments.)

Bond-a-Month Plan



Maintain a signed original order form for each separate registration requested for a Bond-a-Month purchase.

A Bond-a-Month plan allows your customers to automatically purchase savings bonds on a regular basis. Purchasers should complete a separate purchase order form for each different bond registration issued through a Bond-a-Month plan. You should maintain a signed original order form for each separate registration requested for a Bond-a-Month purchase. You do not have to require purchasers to sign subsequent purchase orders. Instead you should photocopy the original form, enter "Bond-a-Month" in the signature field, and properly stamp and date the purchase order each month before batching and submitting the order. To ensure timely delivery, you should maintain current address records for purchasers.

Gift Bonds

Whenever the purchaser and named owner of a bond are different, you should offer the purchaser a gift certificate. The purchaser can use this non-negotiable certificate to inform the named owner that a bond will be mailed directly from the FRB. You can complete the certificate or ask the purchaser to do so. No gift indicator will be shown on the face of the bond. Purchasers can request that bonds be mailed to them instead of the intended owner by completing Item 2 of the order form. Although such names will be shown on the bond, no rights of ownership are conferred on the addressees, nor can they redeem the bond.

A variety of gift certificates are available at www.publicdebt.treas.gov/sav/savgift.htm.

Sample Gift Certificate - See <http://www.treasurydirect.gov/sav/savgift.htm>



Completing the Order Form

The following subsections provide instructions on how to complete form PD F 5263. When possible, use black ink and capital letters.

Note: When ordering bonds for fiduciaries and organizations, purchasers should complete form PD F 5263-1, Order for Series EE U.S. Savings Bonds to Be Registered in Name of Fiduciary. Batch such orders separately using the RDS batch transmittal letter, 8642. For instructions on ordering I Bonds in fiduciary registrations, please refer to Chapter 7.



If the order is for a gift bond purchase and the intended owner's SSN is unknown, use the purchaser's SSN.

(1) Full Name of Owner or First-named Coowner

In addition to the owner's name, enter a social security number (SSN) in the appropriate box or the order will not be processed. If the order is for a gift bond purchase and the intended owner's SSN is unknown, use the purchaser's SSN. The use of the purchaser's SSN does not imply rights to the bond or require interest income reporting. No gift indicator will be shown on the bond.

(2) Name of Person To Receive Bonds If Other Than The Owner or First-named Coowner Above

If the bond is to be mailed to the owner or first-named coowner's residence, leave this section blank. However, if the bond is to be mailed to a different name or address, enter that person's name in Item 2 so that the postal service will deliver the bond correctly. While the name must appear as part of the delivery address, this does not establish bond rights or entitlement.

(3) Address Where Bonds Are To Be Mailed

Complete delivery information in full. If a bond is to be mailed to a residence or address different from that of the owner or first-named coowner, enter the recipient or "mail to" name in Item 2.

(4) Coowner or Beneficiary

If a name is entered, either coowner or beneficiary should be checked. Coownership will be assumed if neither or if both boxes are checked.

(5) Bonds Ordered

Verify that all of the required information is complete and accurate. For each denomination, verify that the quantity multiplied by the issue price equals the amount shown in the "Total Issue Price" column. Then verify that the sum of the totals in this column equals the amount entered in the "Total Issue Price of Purchase". Verify that the payment received from the purchaser equals the total issue price of bonds being purchased.

If the purchaser does not indicate the denominations desired, the servicing FRB will issue the fewest bonds possible to equal the total issue price of the bonds shown on the purchase order. *The amount appearing as the "Total Issue Price of Purchase" is the dollar amount that you are certifying when issuing a receipt to the purchaser and is the amount which, unless otherwise designated, determines the denomination of bond(s) to be issued.*



The purchase date will establish the issue date of the bond.

(6) Date Purchase Order and Payment Presented to Agent

This date will establish the issue date (month and year) of the bond. The date must be entered in month-day-year order. If a savings bond order form is held for a personal check to clear, the order form should be dated when the funds are available. Be sure to inform the purchaser that payments made by personal check may result in a later issue date due to the time required to clear checks. Normal transaction cut-off times can affect the issue date of a bond as discussed in "Issue Date" in Chapter 1. If the purchaser enters an incorrect date, correct it and ask the purchaser to initial the correction.

(7) Signature

Verify that the purchaser signed the order form and provided a daytime phone number. With the exception of Bond-a-Month purchases, the purchaser's signature is *always* required. Purchaser information is required when it is not included in the bond registration.

(8) For Agent Use Only

You *must* stamp the copies of the order form in the designated area to validate the transaction. The stamp *must* provide sufficient information to readily identify the institution and branch location processing the savings bond order form. If necessary, you may use this area for other agent information, such as a branch code or teller station identification number.



Advise bondowners to keep a record of their holdings by serial number, issue date, registration, and face amount in a safe place separate from the bonds.

(9) Distribution of Order Forms

The Order for Series EE U.S. Savings Bonds, form PD F 5263, is a three-part form. Send the original green copy to your servicing FRB. The first white copy is for your records, and the second white copy serves as the purchaser's receipt. Advise bondowners to keep a record of their holdings by serial number, issue date, registration, and face amount in a safe place separate from the bonds.

Batch Transmittal Information

Sample of Series EE Bond Form 8642

Note: Series I Bond Form 1357 is the same format as shown below

Series EE Bonds Form 8642

Instructions:

- Write clearly and legibly.
- Please use paper clips - do not staple.
- **Do not submit a photocopy of form.**

To Reorder:

- Submit reorder form to:
Federal Reserve Bank of Richmond
Savings Bond Operations
P O Box 27532
Richmond, VA 23261-7532

Agent Information

0 5 1 0 - 0 0 0 3 - 3 - 0 0 0 0

① Contact name and phone number

FRB OF RICHMOND
PO BOX 27622
RICHMOND VA 23261-0000

Contact Name (print):

Phone Number:

() -

② Batch date

Batch Date

M M D D Y Y

Batch Number

1 6 2

③ Number of purchase order forms

Number of Applications

← should not exceed 40 applications

④ Batch dollar amount

Batch Dollar Amount \$

⑤ Foreign or fiduciary orders

FOR FRB USE ONLY

Batch	DVC
2nd Pass	Arb

ISSUING AGENT: COMPLETE IF NECESSARY

If foreign or fiduciary, please check one. Do not mix foreign and fiduciary with regular apps; make separate batches.

Foreign: ☐

Fiduciary: ☐

For Issuing Agent use only

Attach a form 8642 to each batch of purchase order forms that are complete and ready to be forwarded to your servicing FRB for processing. You should batch orders using form PD F 5263-1 (for fiduciary registrations) separately from those using form PD F 5263. Your servicing FRB will furnish you with mailing labels for use when submitting your batched order forms. You may send batches through the regular mail.

(1) Contact Name and Phone

Identify the person and telephone number to contact for further information.

(2) Batch Date

Enter the date the batch was forwarded to your servicing FRB.

(3) Number of Purchase Order Forms

Enter the total number of purchase order forms. The total number of purchase order forms in a batch must not exceed 40.

(4) Batch Dollar Amount

Verify that the sum of the "Total Issue Price of Purchase" values on the application order form equals the total issue value recorded on the batch transmittal form.

(5) Foreign or Fiduciary Orders

If foreign or fiduciary applications are being submitted, please check the appropriate box. Do not mix foreign or fiduciary orders with regular applications. Submit separate transmittal forms.

Submitting Order Forms

Your servicing FRB should receive batched savings bond orders within five business days after the recorded purchase order date (purchase order date plus five business days). Section 6 of each order form indicates the purchase date. After the fifth business day, interest may be assessed on delayed funds and will continue to accrue until the servicing FRB receives the batch.



See *"Late Remittance Interest Assessments"* in this chapter.

Although you must submit paper applications bearing a fiduciary registration or a foreign address directly to your servicing FRB, you have several options for automated submission of other order forms, such as bulkdata, FEDLINE, Home Banking, Fedline for the Web, and PC RDS (microcomputer diskette). Mailing bonds to a foreign address should not be encouraged. Buyers who want bonds mailed to foreign addresses should be advised whenever possible that a bond bearing a foreign address is far less likely to arrive at that address. It is also difficult to redeem a bond if you are living outside the United States. The table below describes the options for automated submission of savings bond orders.

Methods for Automated Submission of Savings Bond Order Forms	
Bulkdata	Information transmitted electronically over communication channels in mass form.
Fedline DOS	A secure computer link or connection between participating depository financial institutions and Federal Reserve Offices. A Fedline connection can be used to transmit bond purchase orders to a servicing FRB.
Fedline for the Web	An application which allows depository financial institutions to key bond orders and transmit them via the internet. Bond orders are subsequently batched and transmitted to the respective servicing FRB.
PC RDS	Software developed by servicing FRBs which allows customers to key bond orders and generate an order file in the specifications required. The order file may be submitted by diskette or transmitted via Fedline DOS or Web.
Home Banking	The sale of savings bonds through online account access with an institution's own Internet Banking systems. More commonly called Internet Banking.

Agent Instructions

Payment Method



Ensure that your servicing FRB receives the savings bond purchase orders within five business days after the purchase order date.

Your servicing FRB will debit the total issue value of savings bond purchase orders to a specified account on the day of receipt. You may ask your servicing FRB to charge your reserve or clearing account or that of your correspondent. You must complete a correspondent agreement to charge another institution's account on your behalf.

Late Remittance Interest Assessments

Ensure that your servicing FRB receives the savings bond purchase orders within five business days after the purchase order date. If you fail to comply with this requirement, the FRB may charge your institution interest. Interest assessments are either collected monthly by a debit to your designated reserve or correspondent account or may be waived if a month's total assessments for an institution are less than \$50.

Forms Supply

You can obtain supplies of various forms from your servicing FRB. Forms include Order For Series EE U.S. Savings Bonds, PD F 5263; Order For Series EE U.S. Savings Bonds To Be Registered in Name of Fiduciary, PD F 5263-1; Batch Transmittals, Form 8642; Gift Certificates, PD F 5276; and RDS Mailing Labels.

Retention of Records

Retain copies of order forms and associated batch transmittals for four months in case a batch is lost or there is a discrepancy with order information. Also ask purchasers to retain their copy of the purchase order form until the bonds are received by their intended recipient.

Delivery of Bonds

Bonds are delivered by regular mail at the risk and expense of the United States if they are sent to addresses in the United States or its possessions, or the Commonwealth of Puerto Rico, or to APO and FPO addresses.



Retain copies of order forms and associated batch transmittals for four months.

Bonds Lost or Stolen Before Receipt by Addressee



Inform purchasers that bonds should be received by their intended recipient within 15 business days of the purchase order date.

Be sure to inform purchasers that bonds should be received by their intended recipient within 15 business days of the purchase order date. In the case of multiple bond orders, recipients should thoroughly check the contents of any envelopes received because multiple bonds may be in one envelope. If the intended recipient does not receive the bond(s) within 30 calendar days, check your records to confirm that the order was forwarded to your servicing FRB in a timely manner. Once this has been established, contact your servicing FRB and provide the following information:

- Your agent account number (9-digit routing transit number plus 4-digit branch number)
- Batch transmittal date and dollar amount
- First-named owner and social security number
- Dollar amount of purchase order
- Purchaser's name and address
- Verify address where PD F 3062 is to be mailed

After confirming that the bonds were issued and mailed, your servicing FRB will complete Part I of form PD F 3062 to provide a complete description of the bond(s), including serial number(s), and mail the form to the appropriate individual. The customer should complete Part II and, if appropriate, Parts III and IV.

Everyone named on the bond(s) as owner, coowner, or beneficiary should sign the form. Both parents should sign on behalf of a minor registrant who is too young to sign, and a court-appointed representative should sign on behalf of the estate of an incompetent or a deceased person named on the missing bond. If one or both parents cannot sign on behalf of a minor, or if there is no

representative appointed for an estate, contact your servicing FRB for instructions. Forward the completed and signed claim form to your servicing FRB.



For information on requesting replacements for bonds lost after receipt, see “Replacing a Bond” in Chapter 1.

Correcting Errors on Bonds

Do not return bonds with minor typographical errors, such as a misspelled address, for correction. Do not correct an error by erasing, striking, or using correction fluid.

If a bond has an incorrect social security number, it is not necessary to reissue the bond to correct the error. However, it is important to update Treasury's records to ensure that future transactions can be processed. Instruct the owner to retain the bond and send a letter stating the correct social security number and describing the bond by issue date, registration, serial number, and denomination to Division of Accounting Services, Treasury Securities Accounting Branch, Savings Bond Section, Bureau of the Public Debt, Parkersburg, WV 26106-1328.

Return bonds and supporting evidence to your servicing FRB to correct the following types of errors:

- Incorrect registrations
- Unauthorized forms of registration
- Issue of incorrect denomination
- Incorrect issue date
- Incorrect series

The required evidence varies according to the type of error:



Forms you'll need to complete and submit to correct an error.

- **If the agent made an error**, a form FA 400 completed and signed by an officer or other authorized employee of the agent.
- **If the purchaser made an error**, a form PD F 4000, completed and signed by the purchaser. Signatures on the forms should be certified or guaranteed by an officer or other authorized employee.
- **If the error is due to an employer providing incorrect data in purchasing bonds for an employee under the payroll savings plan or as a gift, prize, or bonus**, a form FA 400 completed and signed by an official of the employer. A form PD F 1849 also may be required if it appears that any person's interest would be adversely affected.
- **If the error is due to an employer purchasing a bond for the wrong employee under the payroll savings plan, and if no deductions have been accumulated to cover the issue price**, a form FA 400 completed and signed by an official of the employer. A form PD F 1849 may also be required if it appears that any person's interest would be adversely affected. If some deductions, but not all, have been accumulated, include a form PD F 1849, completed and signed by the employee who was issued the bond in error - whether sole owner or coowner - acknowledging receipt of any payroll balance due and that the employer is entitled to the issue price of the bond. In this instance, the form PD F 1849 need not be certified.
- **If the bond is issued under a Bond-a-Month Plan after a customer's authorization to purchase is terminated**, a form FA 400 completed and signed by an officer or other authorized employee of the issuing agent. If the authorization to purchase is terminated by death, include (1) the date the account was charged (2) the date of the purchaser's death and (3) the date the death first became known to the issuing agent.

Reissue Transactions

The general instructions in this chapter also apply to I Bonds.

For authorized I Bond reissue transactions, see "Reissue Transactions" in Chapter 7.

In certain authorized cases bondowners may need to reissue paper savings bonds to change the names or forms of registration. Bonds issued with new registrations bear the same issue dates as the bonds sent in to be reissued. When a bondowner wants to change the name or registration of a bond, the bonds do not need to be redeemed, but should be sent to your servicing Federal Reserve Bank (FRB) for reissue. Although your servicing FRB will process the transaction, you can help bondowners properly complete the appropriate reissue form in its entirety to ensure timely processing.

Reissue transactions require proper certification, or guarantee, of bond owner signatures. Since **notary certification is usually not sufficient**, you should be sure to guarantee or certify signatures using a bank stamp, issuing/paying agent stamp, a Medallion program stamp, or another authorized validating stamp or seal. Reissue forms submitted with notary certification may be returned for proper certification.

Reissue Transaction Issues

Change of Address



Bonds should not be reissued to change the owner's address.

Bonds should not be reissued to change the owner's address. To advise the Treasury Department of an address change for interest payments and/or year-end statements on Series H/HH bonds, bondowners should complete form PD F 1980 or PD F 5257 and send it to the address indicated on the form. To advise the Treasury Department of a change in direct deposit interest payment information for Series H/HH bonds, bondowners should complete form SF 1199A or form PD F 5396 and send it to your servicing FRB.

Change of Denomination

Bonds should not be reissued for the sole purpose of changing denominations. Denominations can be changed, however, if the bonds are being reissued for authorized reasons. In the case of lower denominations being replaced by a bond of a higher denomination, all of the original bonds must bear the same issue date.

Bonds Close to Final Maturity

Bonds cannot be reissued if processed by your servicing FRB less than one full calendar month before final maturity. To ensure reissue, mail bonds to the servicing FRB so that the bonds will arrive no later than two months before final maturity.

Bonds Registered to the United States

Bonds that name the Department of the Treasury or the United States as coowner cannot be reissued. The Department of the Treasury or the United States may not be a coowner of I Bonds. Series E and H bonds with the Treasury or the United States as a beneficiary cannot be reissued. Series EE, HH, and I bonds with the Treasury or the United States as a beneficiary may be reissued.

Transactions Involving Minors



A parent may request reissue on the minor's behalf, but only in cases where the minor is to be made the sole owner of the bond.

Reissue requests bearing the certified signature of a minor will be accepted as sufficient proof of the minor's competency and understanding. If you do **not** consider the minor to be of sufficient competency to sign the request and to understand the nature of the transaction, a parent may request reissue on the minor's behalf, but only in cases where the minor is to be made the sole owner of the bond. A bond that names a minor as beneficiary or coowner may be reissued in the name of a custodian for the minor, under a statute authorizing gifts to minors, upon the request of the adult whose name appears on the bond as owner or coowner.



For information on I Bond reissues, see "Reissue Transactions" in Chapter 7.

Series H/HH Bond Transactions

If the name of the owner or principal coowner on the original bond is different from the name on the reissued bonds, the new owner (an individual or a fiduciary on behalf of a trust or other estate) or the new principal coowner must certify to the correctness of his or her social security number and that he or she is not subject to backup withholding. If the form used to request reissue does not bear this preprinted certification statement, the new owner (individual or fiduciary) or new principal coowner must complete and sign Internal Revenue Service (IRS) form W-9. The fiduciary should complete and sign the form when an employer identification number, e.g., 12-3456789, assigned by the IRS to the trust or other estate is to be shown on Series H/HH bonds.

Owners of Series HH bonds issued in October 1989 or later receive interest payments via direct deposit Automated Clearing House (ACH) payment. Any request to reissue Series HH bonds bearing an issue date of October 1989 or later must be accompanied by a form SF 1199A or form PD F 5396 to authorize continued direct deposit of interest payments.

Tax Consequences of Reissue Transactions



If a living owner, principal coowner, surviving beneficiary, or other person entitled will not be the owner or the coowner of the reissued bonds, the reissue transaction is considered a taxable event.

In most reissue transactions involving bonds in coownership form, one of the coowners is the "principal coowner" for Federal income tax purposes and may be identified as such on the reissue request form. The principal coowner is the coowner who (1) purchased the bonds with his or her own funds or (2) received the bonds as a gift, a legacy, an inheritance, or a result of judicial proceedings and reissued the bonds in coownership form, provided the principal coowner received no contribution in any manner from the other coowner for being so designated.

The interest reporting requirements of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) apply to reissue transactions that are considered "taxable events." If a living owner, principal coowner, surviving beneficiary, or other person entitled will not be the owner or the coowner of the reissued bonds, the reissue transaction is considered a taxable event. The interest earned or accrued on bonds from the issue date to the date of the reissue transaction must be reported to the IRS for the year in which the transaction occurs. Your servicing FRB will report the amount of accrued interest to the IRS and to the affected bondowner, who will be required to report the interest income for Federal income tax purposes.




For information on I Bond reissues, see "Reissue Transactions" in Chapter 7.

Instructions for Authorized Reissue Transactions

Use of Public Debt Forms

One form can be used for multiple bonds if they are of the same series and will have the same new registration. A separate reissue form must be completed for each different series (E/EE, H/HH, and I) of bonds being sent for reissue. If more than one registration is requested, submit a separate reissue form for each variation. You must certify the signatures of the persons requesting the reissue on each form submitted. All signatures should be certified by an official of your financial institution, under corporate seal, signature guarantee stamp, or issuing/paying agent validation stamp.

 See Appendix C for examples of properly completed forms.

Court Evidence


Any required court evidence must be certified to be true and correct by the court clerk or other authorized court official. If more than a year has passed after an estate representative's appointment by the court, evidence of the appointment must not only be certified to be true and correct but must also bear the court clerk's or court official's statement that the appointment is still in full force and effect. This statement must be dated within twelve months of the transaction.

You may submit a certified photocopy of evidence, if the copy is made from the original document, bearing the appropriate seals. Certification must include: 1) a statement confirming the use of the original document which does bear an official seal, and 2) your signature, title, date, and institution's stamp or seal. **Treasury regulations do not allow a notary public to verify evidence.** If an original document or copy indicates in any way that duplication is unlawful, an original must be submitted.

Where to Send Forms, Bonds, and Supporting Documents

The bonds do not need to be endorsed in any way. Send the savings bonds being reissued and the properly completed and certified forms and other supporting documents to your servicing FRB. Keep a record of the serial numbers of the bonds submitted so they can be replaced if lost in transit.

Table of Authorized Reissue Transactions (Series E/EE and H/HH bonds)

 For authorized I Bond reissue transactions, see "Reissue Transactions" in Chapter 7.

This section summarizes those authorized reissue transactions that occur most frequently and identifies the required Treasury form(s) and supporting documents. Consult your servicing FRB regarding situations not covered in the table.



The following table identifies the required Treasury form(s) and supporting documents needed for most reissue transactions.

Determine how the bonds are currently registered. If the bond is registered in one name (single ownership), see Section A of the table; if the bond is registered in two names as coowners, see Section B; if the bond is registered in two names in beneficiary form, see Section C. Once you have located the appropriate section, review the first column, "Reason for Reissue," to find the relevant reissue transaction. Read across the table to determine which forms (column two) and supporting documents (column three) are needed.

Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds Section A

Bond Registered in One Name (Single Ownership) Example: John R. Doe

Reason for Reissue	Form Required	Other Documents Required
1. Owner desires:		
a) to add a coowner or beneficiary.	<u>PD F 4000</u> – to be signed by the owner.	None.
b) to name another person as the owner, alone or with a coowner or beneficiary (The new owner must be related to the previous owner by blood, including legal adoption, or marriage; or the new owner and previous owner must be parties to a divorce or an annulment.)	<u>PD F 1938*</u> – to be signed by the owner.	If Series H/HH bonds are involved, see page 3.2
c) to designate a trustee of a personal trust estate.	<u>PD F 1851*</u> - to be signed by the owner.	None for PD F 1851 bearing a 3/86 or later revision date. Form PD F 1851 issued prior to 3/86 additional information may be required to determine whether the reissue is a taxable event. If Series H/HH bonds are involved, see page 3.2.
d) to correct error in registration.	<u>PD F 4000</u> - to be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the error, more information may be requested.
2. Owner's name is to be changed (no change in ownership) due to:	<u>PD F 4000</u> - Owner to sign both present and former names in the space designated for that purpose.	None.
a) marriage (ordinarily reissue for such a change is unnecessary).		
b) divorce or annulment of a marriage.	<u>PD F 4000</u> - Owner to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.	Depending on the nature of the reissue, more information may be requested.
c) order of court.	<u>PD F 4000</u> - Owner to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.	Depending on the nature of the reissue, more information may be requested.
* This transaction may result in a taxable event		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all Savings Notes are not eligible for reissue.)		

**Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds
Section A**

Bond Registered in One Name (Single Ownership)
continued

Reason for Reissue	Form Required	Other Documents Required
3. Deceased owner's bonds to be reissued to person(s) entitled:		
(a) estate is being administered in court.		
i. face amount of \$1,000 or less.	<u>PD F 2488-1</u> - to be signed by the executor or administrator. (Also <u>PD F 4000</u> signed by the person entitled if a coowner or beneficiary is to be added.)	None.
ii. face amount in excess of \$1,000.	<u>PD F 1455</u> - to be signed by the executor or administrator (Also <u>PD F 4000</u> signed by the person entitled if a coowner or beneficiary is to be added.)	Copy of the representative's letters of appointment or court certificate; must be dated and shown to be in full force and effect within one year or less of the transaction, and bear the seal of the court. If Series H/HH bonds are involved, see page 3.2.
(b) after settlement of estate through court proceedings –		
i. face amount of \$1,000 or less.	<u>PD F 2458</u> - follow instructions on form; it is ordinarily to be signed by the executor or administrator. (Also <u>PD F 4000</u> signed by the person entitled if a coowner or beneficiary is to be added.)	None.
ii. face amount in excess of \$1000.	<u>PD F 4000</u> – to be signed by the person entitled.	Copy of the final account or decree of distribution showing entitlement. Copy should be certified to be true and correct and bear the court's seal. If Series H/HH bonds are involved, see page 3.2.
(c) estate being settled without administration through court or similar proceedings.	<u>PD F 5336</u> – follow instructions on form; it is to be signed by all persons entitled to share in the estate.	Copy of decedent's will, if any. Copy should be certified to be true and correct by the custodian of original. If more than \$1,000 (face amount) is involved, a death certificate for the deceased owner should be submitted. The certificate should be certified by the Registrar of Vital Statistics, or similar official.
* If redemption value of bonds in a decedent's estate totals more than \$100,000, administration in court is required.		
<i>* This transaction may result in a taxable event</i>		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all Savings Notes are not eligible for reissue.)		

Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds Section B

Bond Registered in Coownership Form Example: John R Doe OR Sallie Doe

Reason for Reissue	Form Required	Other Documents Required
1. Coowners desire that bonds be reissued to:		
(a) name either coowner alone or with a new coowner or beneficiary.	<u>PD F 1938*</u> - Original coowners must be related by blood (including legal adoption) or marriage; both coowners must sign if new coowner or beneficiary is desired. Only the coowner whose name is being eliminated need sign if no new coowner or beneficiary is desired.	If Series H/HH bonds are involved, see page 3.2.
(b) name a third person alone or with one of the original coowners as new coowner or beneficiary.	<u>PD F 1938*</u> - New owner must be related to either original coowner by blood (including legal adoption) or marriage; both original coowners must sign.	If Series H/HH bonds are involved, see page 3.2.
(c) designate a trustee of a personal trust estate.	<u>PD F 1851*</u> - to be signed by both living coowners. Transaction could be a taxable event and subject to interest reporting unless coowners are also grantors.	None for PD F 1851s bearing a 3/86 or later revision date. For PD F 1851s issued prior to 3/86 additional information may be required to determine whether the reissue is a taxable event. If Series H/HH bonds are involved, see page 3.2.
(d) correct an error in registration.	<u>PD F 4000</u> - to be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the reissue, more information may be requested.
2. Marriage of one coowner, or if coowners are divorced or legally separated from each other, or their marriage is annulled, reissue may be made in the name of one of the owners:		
(a) alone.	<u>PD F 1938*</u> - to be signed by the owner whose name is being eliminated.	If Series H/HH bonds are involved, see page 3.2.
(b) with another person as coowner or beneficiary.	<u>PD F 1938*</u> - to be signed by both the coowners named on the original bond.	If Series H/HH bonds are involved, see page 3.2.
* This transaction may result in a taxable event		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all Savings Notes are not eligible for reissue.)		

**Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds
Section B**

**Bond Registered in Coownership Form
*continued***

Reason for Reissue	Form Required	Other Documents Required
3. Coowner's name(s) is changed (no change in ownership) due to:		
(a) marriage (ordinarily reissue for such a change is unnecessary).	<u>PD F 4000</u> - Person whose name has changed to sign both present and former names in the space designated for that purpose.	None.
(b) divorce or annulment.	<u>PD F 4000</u> - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.	Depending on the nature of the reissue, more information may be requested.
(c) order of court.	<u>PD F 4000</u> - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.	Depending on the nature of the reissue, more information may be requested.
4. Deceased coowner; the survivor desires a reissue in his or her name alone or with another person as coowner or beneficiary.	<u>PD F 4000</u> - to be signed by survivor.	Copy of the death certificate of the deceased, certified by the Registrar of Vital Statistics or similar official.
5. Deceased coowners and:		
(a) the estate of the last deceased being administered through court proceedings, with a representative appointed by the court.	<u>PD F 1455</u> - to be signed by the representative to request a reissue in the name of the person entitled. (Also <u>PD F 4000</u> signed by the person entitled if a coowner or beneficiary is to be added.)	Certified copy of the representative's letters of appointment or court certificate on the estate of last deceased <i>and</i> certified copies of death certificates for both. Court evidence of appointment should be dated and shown to be in full force and effect within one year or less of sending in the transaction. If Series H/HH bonds are involved, see page 3.2.
(b) the estate of the last deceased being settled without administration through court or similar proceedings. * If redemption value of bonds in a decedent's estate totals more than \$100,000, administration in court is required.	<u>PD F 5336</u> - Follow instructions on form. It is to be signed by all persons entitled to share in the estate of the last deceased owner.	Death certificates for all decedents named on the bond. Death certificates should be certified by the Registrar of Vital Statistics or similar official. Copy of the will, if any, of the last deceased owner. Copy should be certified to be true and correct by the custodian of original.
* <i>This transaction may result in a taxable event</i>		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all Savings Notes are not eligible for reissue.)		

**Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds
Section C**

**Bond Registered in Beneficiary Form
Example: John R Doe
POD (Payable on Death)
Bill Doe**

Reason for Reissue	Form Required	Other Documents Required
1. Owner desires to:		
(a) change beneficiary to coowner.	<u>PD F 4000</u> - to be signed by owner.	None.
(b) eliminate living beneficiary or substitute the name of another person as beneficiary or coowner during the current beneficiary's lifetime.	<u>PD F 4000</u> - to be signed by owner and, if bond is Series E/H, by beneficiary. Beneficiary's consent is unnecessary for Series EE/HH bonds.	None.
(c) eliminate a deceased beneficiary, with bond to be reissued in owner's name alone or with a new coowner or beneficiary.	<u>PD F 4000</u> - to be signed by owner.	None for Series EE/HH. For Series E/H bonds, a copy of the death certificate for the beneficiary, certified by the Registrar of Vital Statistics or similar official.
(d) name trustee of personal trust estate.	<u>PD F 1851*</u> - to be signed by owner and beneficiary for Series E/H bonds. Only the owner need sign for Series EE and HH bonds.	None for PD F 1851 bearing a 3/86 or later revision date. For PD F 1851s issued prior to 3/86, additional information may be required to determine whether the reissue is a taxable event. If Series H/HH bonds are involved, see page 3.2.
(e) correct an error in registration.	<u>PD F 4000</u> - to be signed by the purchaser or person claiming the error. If the error was made by the agent, provide Form <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the reissue, more information may be requested.
<p><i>* This transaction may result in a taxable event</i></p> <p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all Savings Notes are not eligible for reissue.)</p>		

**Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds
Section C**

**Bond Registered in Beneficiary Form
*continued***


Reason for Reissue	Form Required	Other Documents Required
2. Name but not ownership is changed due to:		
(a) marriage (ordinarily reissue for such a change is unnecessary).	<u>PD F 4000</u> - Person whose name has changed to sign both present and former names in the space designated for that purpose.	None.
(b) divorce or annulment.	<u>PD F 4000</u> - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.	Depending on the nature of the reissue, more information may be requested.
(c) order of court.	<u>PD F 4000</u> - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.	Depending on the nature of the reissue, more information may be requested.
3. At owner's death, beneficiary desires a reissue, in his or her name, alone or with a coowner or beneficiary.	<u>PD F 4000</u> - to be signed by the beneficiary.	Copy of the death certificate for the owner, certified by the Registrar of Vital Statistics or similar official.
4. Owner and beneficiary deceased:		
(a) the estate of the last deceased being administered through court proceedings, the representative is appointed by the court.	<u>PD F 1455</u> - to be signed by representative to request reissue in name of person entitled. (Also <u>PD F 4000</u> signed by the person entitled if a coowner or beneficiary is to be added).	Certified copy of the representative's letters of appointment or a court certificate on the estate of last deceased <i>and</i> certified copies of death certificates of both. Court evidence of appointment should be dated and shown to be in full force and effect within one year or less of sending in the transaction. If Series H/HH bonds are involved, see page 3.2.
(b) the estate of the last deceased being settled without administration through court or similar proceedings. * If redemption value of bonds in a decedent's estate totals more than \$100,000, administration in court is required.	<u>PD F 5336</u> - Follow the instructions on the form. All persons entitled to share in the estate of the person named in bond(s) should sign the form.	Death certificates for all decedents named on the bond. Death certificates should be certified by the Registrar of Vital Statistics or similar official. Copy of the will, if any, for the last deceased owner. Copy should be certified to be true and correct by the custodian of original.
* <i>This transaction may result in a taxable event</i>		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all Savings Notes are not eligible for reissue.)		

I Bonds cannot be exchanged for Series HH bonds.

Acquiring Series HH Bonds

Series HH bonds are available only by exchanging eligible Series E/EE or through the authorized reinvestment of the proceeds of Series H/HH bonds reaching final maturity.

In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

 See Chapter 1, General Information, for further information on Series HH bond denominations, maturities, and interest payments.

Exchange Transactions

The exchange privilege offers owners of eligible paper Series E/EE bonds the ability to defer payment of Federal income tax on the accrued interest on these bonds while receiving current income on the Series HH bonds.

Amounts That May Be Exchanged

Because \$500 is the smallest Series HH bond denomination available, a minimum of \$500 (current redemption value) of Series E/EE bonds must be presented for an exchange transaction. There is no maximum limit on the amount of Series E/EE bonds presented in an exchange request.

Should the redemption value of bonds tendered for exchange be more than \$500 but not an even multiple thereof, the bondowner may either:

- Add funds to equal the next higher \$500 Series HH bond multiple or
- Receive a refund to equal the next lower \$500 Series HH bond multiple. Cash payments or refunds cannot exceed \$499.99.

 See "When Deferred Interest Must Be Reported" in this chapter for tax treatment information.

Who May Request Exchanges and Changes in Registration

Owners

The term "owner" means (1) the registered owner of a bond registered in single ownership or beneficiary form, whether or not an individual person, or (2) a beneficiary or coowner named on a bond with an owner or another coowner who is deceased. An owner may request the exchange and defer the tax reporting of the accrued interest on the paper Series E/EE bonds, provided the applicant is named first on the Series HH bonds. A coowner or a beneficiary may be added. If exchange is requested in any other form of registration permitted under Department of the Treasury Circular, Public Debt Series No. 3-80, the owner may be required to report the interest for tax purposes at the time of the exchange. The name of a beneficiary appearing on the Series E/EE bonds may be eliminated without consent.



If the owner is deceased, the beneficiary named on a bond is the owner.

Coowners

Principal Coowner

A "principal coowner" is one who (1) purchased the bonds with his or her own funds or (2) received the bonds as a gift, legacy, or inheritance, or as the result of judicial proceedings, and reissued them in coownership form, provided the principal coowner received no contribution in any manner from the other coowner for being so designated. You may accept a person's certification on the exchange form that he or she is the principal coowner of the bonds presented.



Alert!

If the Series HH bonds are to be registered differently from the bonds surrendered for exchange, only the principal coowner may request an exchange.

The principal coowner of the bonds presented for exchange must be named as owner or first-named coowner on the Series HH bonds and this person's social security number must be provided.

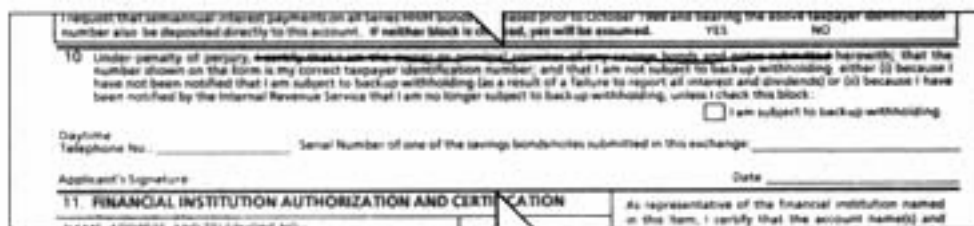
Coowners Who May Request an Exchange

Either coowner may request an exchange if the Series HH bonds are to be registered exactly as the bonds surrendered for exchange.

Use the social security number of the principal coowner (whose name must be shown first in the registration) if bonds are to be registered in the names of two persons as coowners.

If the principal coowner is not the coowner signing the exchange application (PD F 3253), the principal coowner must complete Internal Revenue Service (IRS) form W-9 to certify the correctness of his or her social security number and that he or she is not subject to backup withholding. In such cases, the coowner signing the exchange application must also draw a line through the statement, "I certify that I am the owner or principal coowner of any savings bonds submitted" in item 10 of the exchange application form.

Box 10 portion of the Exchange Application, Form PD F 3253.



I request that annual interest payments on all Series HH bonds whose number also be deposited directly to this account. If neither block is checked prior to October 1998 and bearing the above taxpayer identification number, you will be examined. YES NO

10. Under penalty of perjury, I certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding, either (i) because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest and dividends or (ii) because I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding, unless I check this block. ☐ I am subject to backup withholding.

Daytime Telephone No. _____ Serial Number of one of the savings bonds/notes submitted in this exchange: _____

Applicant's Signature _____ Date _____

11. FINANCIAL INSTITUTION AUTHORIZATION AND CERTIFICATION

As representative of the financial institution named in this form, I certify that the account holder(s) and

If the Series HH bonds are to be registered differently from the bonds surrendered for exchange, only the principal coowner may request an exchange. The name of a coowner (but not the principal coowner) appearing on the Series E/EE bonds may be eliminated without consent. Such Series HH bond registrations may be in any form permitted by Department of the Treasury Circular, Public Debt Series No. 3-80, but must include the principal coowner as the owner or first-named coowner.

Beneficiaries

Beneficiaries may request an exchange provided they can furnish proof of the owner's death. The beneficiary must be named as the owner or first-named coowner.

Legal Representatives

Legal representatives of decedents' estates should not conduct exchanges but should request distribution on form PD F 1455 so that persons entitled to bonds in the estate may receive them. A legal representative authorized to act for the estate of a minor, incompetent, elderly person, etc., who is named in the registration of a bond may request an exchange. The legal representative must show full title and provide appropriate identification.

Timing Exchange Transactions

Series E/EE bonds are eligible for exchange for Series HH bonds once they have been held twelve months from the date of issue and up to one year past the month in which they reach final maturity. For example, a Series E bond reaching **final** maturity in October 2001 would be eligible for exchange through October 31, 2002.



Alert!

It may be to an owner's advantage to initiate an exchange in an interest accrual month. Interest accrual dates vary according to the bond's month and year of issue.



See "Original and Final Maturity" section in Chapter 1.

Interest on Series E/EE bonds is not added to the value of such bonds between interest accrual dates. *Therefore, it may be to an owner's advantage to initiate an exchange in an interest accrual month. Interest accrual dates vary according to the bond's month and year of issue.*



See Appendix B.

Interest payments for Series HH bonds are made every six months beginning six months after their issue date. Should a bondowner desire the Series HH bond income in relatively equal amounts in each month, the bondowner can exchange a relatively equal amount (redemption value) of Series E/EE bonds in each of six consecutive months. This would produce 12 consecutive monthly interest payments.

Should a concentration of income be desired in one or two periods (for instance, to cover real estate taxes payable in January and/or July), then the exchange could be made in January or July (or in both of these months, if that produces the highest return on bonds being exchanged).

Processing Exchange Transactions

Bonds Accepted for Payment by Agent

Qualified paying agents have the authority to pay Series E/EE bonds submitted in exchange for Series HH bonds by individuals authorized to request the exchange. You are responsible for following the instructions for paying bonds contained in Chapter 5.

The person authorized to request the exchange must execute the "Request for Payment" section on the bonds being surrendered in the exchange. The "Request for Payment" section on the back of each bond submitted for exchange must be completed in the manner prescribed for requesting payment. You do not need to complete and execute the certification of the "Request for Payment" section on the back of the bond.

After you have determined that you can make payment of a bond and have established the proper redemption value, carefully imprint your payment stamp on the front of the bond in the unused space immediately to the left of the issue date and the issuing agent's validating stamp. Stamp the bond as near to the issue and validating dates as possible without overimprinting. Legibly record in the stamp the correct redemption value, date of payment (month, day, and year) and sign or initial the stamp. Black ink must be used to imprint the payment stamp on paid bonds and to record the other required data.




Do not accept or refund more than \$499.99 when completing an exchange transaction.

After determining the bonds' value, collect any funds needed to complete an exchange transaction. You may also pay to a bondowner any odd amount representing an excess of current redemption value of such bonds not applied to the purchase of Series HH bonds. In either case, do not accept or refund more than \$499.99.



The paid bonds must be submitted to your local Federal Reserve Bank (FRB) check processing office for settlement via EZ CLEAR.

The paid bonds must be submitted to your local Federal Reserve Bank (FRB) check processing office for settlement via EZ CLEAR. The completed and signed exchange application should be sent separately to your servicing FRB at the same time the paid bonds are transmitted via EZ CLEAR. If the total issue price is not to be charged to your reserve/correspondent account, you should include a remittance for the Series HH bond's issue price with the application.


 See Chapter 6 for more information on EZ CLEAR.

The issue date of the Series HH bonds is the first day of the month in which the paying agent pays the bonds exchanged and receives any cash difference needed to complete the transaction. Agents must issue Form 1099-INT in those cases where the applicant has not elected tax-deferral or where a refund of interest is to be made in tax-deferral cases.

Bonds Accepted by Agent for Forwarding to FRB

If you are presented with requests to exchange bonds that you are either unauthorized to pay or choose not to pay, send applications and additional funds, if any are needed to complete the purchase price of the Series HH bonds, to your servicing FRB.

The person authorized to request the exchange must execute the "Request for Payment" section on the bonds being surrendered in the exchange and you must certify each signature. However, do not imprint the bond with your "Paid" stamp. The "Request for Payment" section on the back of each bond submitted for exchange must be completed in the manner prescribed for requesting payment.

 See Chapter 5, "Paying Bonds."

If the entire transaction is forwarded to your servicing FRB without payment of the bonds, do not report any interest on Form 1099-INT. In these cases, because the bonds are to be paid by the FRB, do not complete the "Purchase Method" or the "Payment Stamp" sections of the form PD F 3253 submitted.

The issue date of the Series HH bonds to be issued in such cases is the first day of the month in which the FRB receives the bonds to be exchanged, an application form correctly completed and signed, and any additional funds needed.

Completing Exchange Application Form PD F 3253

The electronic savings bond pricing system, BondPro, can help you cash, price and exchange your customer's savings bonds. BondPro will produce a receipt and the worksheet to accompany the exchange form and has an extensive help system to walk you through the process right at the teller window. Find information about how to order BondPro at www.bondpro.gov.



If the Series HH bonds are to be issued in single ownership or beneficiary form, the account in which interest is directly deposited must include the owner's name.

Use form PD F 3253 to request the issue of Series HH U.S. Savings Bonds in exchange for eligible Series E/EE bonds. Applications must include a taxpayer identification number (SSN or employer identification number). One form PD F 3253 can be used to request that the Series HH bonds be issued in several registrations. In such an event, make a note to that effect on the face of the form with the additional registrations being recorded, together with the appropriate amounts for each, on the back of the "A. Federal Reserve Bank Copy" of form PD F 3253. On the newest forms, check the applicable box and complete item 10 on page 2.

Before an exchange may be processed, you must send your servicing FRB a correctly completed, signed, and certified application (form PD F 3253), plus any additional funds needed, and the bonds to be exchanged if you are either unauthorized to pay or choose not to pay them. An applicant may certify that the SSN is correct and sign up for direct deposit of interest payments on the application form, or use IRS form W-9 and a direct deposit sign-up form (SF 1199A or form PD F 5396). In this case, you should send these forms with the exchange application.

If the Series HH bonds are to be issued in single ownership or beneficiary form, the account in which interest is directly deposited must include the owner's name. If the bonds are to be issued in coownership form, the name of at least one coowner must appear in the account title.

Sample PD F 3253

PD F 3253 E
Department of the Treasury
Bureau of the Public Debt
(Revised January 2003)

EXCHANGE APPLICATION FOR U.S. SAVINGS BONDS OF SERIES HH OMB No. 1535-0005

CASE ID NO.: _____

1. For Federal income tax purposes the interest earned on my bonds surrendered in this exchange transaction:
(a) ☒ will be deferred. OR (b) ☐ has been reported or will be reported this year.

2. \$ 7,816.40 3. \$ 6,066.40 4. \$ 8,000 5. \$ - 0 - 6. \$ 6,066.40
REDEMPTION VALUE INTEREST EARNED HH BONDS TO BE ISSUED PAYMENT RETURNED INTEREST DEFERRED
MUST BE AT LEAST \$500

7. Number of Each Denomination 2 @\$500 2 @\$1,000 1 @\$5,000 _____ @\$10,000

8. Serial number of one of the savings bonds submitted in this exchange M 246 223 456

9. Effective Date of Exchange NOVEMBER 2003
Month/Year

10. REGISTRATION FOR SERIES HH BONDS
OWNER OR FIRST-NAMED COOWNER

TAXPAYER IDENTIFICATION NO.: 123-45-6789 -OR- _____
Social Security Number Employer Identification Number

NAME: MARY H SMITH

NUMBER AND STREET OR RURAL ROUTE: 479 THOMAS ROAD

CITY: MIDVILLE STATE: NC ZIP CODE: 12345

Delivery address for Series HH bonds if different from above: _____

COOWNER OR BENEFICIARY (OPTIONAL). Coownership will be assumed if neither block is checked. The following person is to be named as ☒ coowner ☐ beneficiary ☐ additional coowners or beneficiaries continued on reverse

NAME: ROBERT SMITH

11. DIRECT DEPOSIT AUTHORIZATION (REQUIRED FOR U.S. RESIDENTS). (READ ITEM 11 BEFORE COMPLETING THIS SECTION.)

NAME(S) ON DEPOSITOR ACCT.: MARY H SMITH ROUTING/TRANSIT NO.: 2190-7330-1

DEPOSITOR ACCT. NO.: 0082719-1327 TYPE OF ACCOUNT: ☒ CHECKING ☐ SAVINGS

To Owners of Series HH/H Bonds Issued Before October 1989:
I have Series HH/H bonds issued before October 1989 and request the interest paid on these bonds be paid directly to the above account. If neither block is checked, yes will be assumed.
☐ YES ☐ NO

12. Under penalty of perjury, I certify that I am the owner or principal coowner of the savings bonds submitted herewith; that the number shown on the form is my correct taxpayer identification number; and that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien).
☐ I am subject to backup withholding

Applicant's Signature: X Mary H Smith Date: NOVEMBER 13, 2003

Daytime Customer Telephone No.: 704-123-4567 E-mail: _____

13. PAYING AGENT CERTIFICATION (REQUIRED FOR RESERVE PURCHASE)

FINANCIAL INSTITUTION NAME, ADDRESS, AND TELEPHONE NO.: BANK OF MIDVILLE
123 MAIN STREET
MIDVILLE NC 12345
Trish Ballier AP, BANK of MIDVILLE
(Authorized Signature and Title) (Date)

PURCHASE METHOD: ☒ Charge Reserve Account ☐ Check


ROUTING/TRANSIT NO.: 2190-7330-1-0000 BRANCH NO.: _____

Page 1


Payment Stamp

Before attempting to complete the application, ensure that an exchange transaction is permitted. For example:

- Ensure that a correctly completed application and the appropriate amount of funds reach the appropriate Federal Reserve Processing Site well before mid-2004, when Treasury will discontinue offering Series HH bonds.
- Ensure that the bonds presented have a total redemption value of at least \$500, which is the purchase price of the smallest Series HH bond denomination.
- Ensure that the bonds presented are eligible for exchange. A Series E/EE bond is eligible for exchange before final maturity and for a period of one year from the month in which the bond reaches final maturity. Series EE bonds are first eligible for exchange twelve months after their date of issue.
- Ensure that the person presenting the bonds (the person who signed the exchange application) is the owner, coowner, surviving beneficiary, or someone legally authorized to act on behalf of the owner, coowner, or surviving beneficiary (parent on behalf of a minor, or legal representative, excluding legal representatives of decedent's estates and someone acting under a Power of Attorney). Also ensure that the presenter has provided acceptable identification and, if necessary, evidence of authority. If you are not eligible to pay bonds, forward them to your servicing FRB.

 See *"Bonds That Agents Can Pay" in Chapter 5.*

- Ensure that the registration for the Series HH bonds does not differ from that appearing on the bonds submitted for exchange. If the registration is different, ensure that the applicant is the owner or, if the bonds are in coownership form, the principal coowner and that the applicant's name will appear as owner or first-named coowner on the Series HH bonds.
- Ensure that, if the applicant is a fiduciary, the registrations of the bonds presented contain the presenting fiduciary's name and title.
- Ensure that, if bonds are presented by a surviving beneficiary, the beneficiary presents sufficient identification and evidence of the owner's death.

 See *Appendix D – PD P 0022 Guide to Cashing Savings Bonds*

Where to Submit Exchange Applications

Forward the application to your servicing FRB and concurrently ship the redeemed bonds to your local FRB for settlement through EZ CLEAR. If the exchange transaction involves Series E/EE bonds that you are unauthorized to pay, submit them instead to your servicing FRB for redemption. In all cases, submit the form PD F 3253 application and any worksheet/chart to your servicing FRB.



Interest income must be reported for Federal income tax purposes but not for state or local income taxes.

Tax Consequences of an Exchange

Interest income (the difference between the issue price and the redemption value of Series E/EE bonds) must be reported for Federal income tax purposes but not for state or local income taxes. An owner has the option of reporting such interest each year as it accrues or in total for the year in which the bond is cashed, disposed of (for example, a taxable reissue), or reaches final maturity, whichever occurs first.

Many bondowners choose to defer interest reporting. In exchanging their Series E/EE bonds, they may continue to defer reporting accrued interest until the Series HH bond is cashed, otherwise disposed of, or reaches final maturity, whichever occurs first.

Identifying Deferred Interest

The amount of deferred accrued interest on the Series E/EE bonds being exchanged is printed in a legend on the Series HH bonds by the issuing FRB as follows:

Deferred interest \$XXX

If only one Series HH bond is issued in a transaction, the entire amount of the deferred interest (less any amount refunded and reported as income) is recorded in the legend. If more than one Series HH bond is issued in a transaction, a proportionate amount (according to the number of \$500 units of Series HH bonds to be issued) of the deferred interest is recorded on each Series HH bond.

For example, assume an exchange application for \$1,500 with (1) a \$1,000 and a \$500 Series HH bond to be issued and (2) \$136.20 of deferred interest on the bonds being exchanged. There would be three \$500 units of Series HH bonds, thus \$45.40 ($\$136.20 \div 3$) of deferred interest would be assignable to each unit. The \$1,000 bond (two units) would have \$90.80 recorded in the legend, and \$45.40 would be recorded on the \$500 bond.

When Deferred Interest Must Be Reported

Reporting Interest for the Year in Which the Exchange Occurs

If the Series HH bondowner elects not to take advantage of the tax-deferral privilege, and the total amount of accrued interest is \$10 or more, the interest will be reported to the IRS.

The total interest on the bonds exchanged may be reported on the owner's Federal income tax return for the year in which the exchange occurs, if the owner so desires. In this case, the tax deferral legends on the Series HH bonds will show "\$0.00".

If the redemption value of the bonds presented for tax-deferred exchange exceeds the purchase price (face value) of the Series HH bonds and a refund is to be made, the refund amount is subject to interest reporting if it represents \$10 or more in accrued interest on the exchanged bonds. If some cash is paid as a return of principal, that amount should not be reported in the tax return. For example, assume that Series E/EE bonds valued at \$1,279.20 are exchanged for a \$1,000 Series HH bond and the issue price of the Series E/EE bonds was \$1,143. In this example, the interest reportable for tax purposes would be \$136.20 (\$1,279.20 redemption value minus \$1,143 issue price). Therefore, only \$136.20 (not the full \$279.20 cash payment received) would need to be reported.



If you refund interest or credit a customer's account, you must report this information to the IRS.

Under the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), the payer must report to the IRS accrued interest for those exchange transactions in which the bondowner does not elect to take advantage of the tax-deferral privilege or in which the bondowner receives any accrued interest as a refund in tax-deferral cases. You are responsible for reporting this information to the IRS if you refund interest or credit a customer's account. If you forward an entire exchange transaction to your servicing FRB for processing, the FRB makes the IRS report. If a portion of the interest on the Series E/EE bonds has already been reported for Federal income tax purposes, it is the payee's responsibility to reconcile the matter with the IRS.

Reporting Interest at the Time the Series HH Bond is Cashed

The amount of accrued interest shown in the legend on a Series HH bond must be included in the Federal income tax return of the owner or principal coowner for the year in which the Series HH bond is cashed, otherwise disposed of, or reaches final maturity, whichever occurs first.

This interest is subject to the interest reporting requirements of TEFRA. Your servicing FRB is responsible for such reporting.

Reinvestment Transactions



Upon maturity, Series H/HH bonds may be reinvested in Series HH bonds

Upon reaching final maturity, Series H/HH bonds are eligible for reinvestment in Series HH bonds bearing current issue dates. The amount of Series HH bonds obtained through a reinvestment transaction is limited to the amount of Series H/HH bonds eligible for reinvestment. The tax deferral of interest earned on bonds exchanged for the original Series H/HH bonds does not continue through the reinvestment transaction. The deferred interest must be reported for Federal income tax purposes in the year that the Series H/HH bonds reached final maturity.

In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

Until mid-2004, owners of maturing Series H/HH bonds will receive a computer-generated reinvestment form as their bonds approach final maturity. By completing this form, owners may request that Series HH bonds be issued in the same denominations and with the same registration as the maturing Series H/HH bonds. Owners who desire a new form of registration on the Series HH bonds must complete form PD F 1993. The owner or, if in coownership form of registration, the principal coowner of the maturing Series H/HH bonds must be named as owner or first-named coowner, respectively, on the Series HH bonds. Send the appropriate form and the maturing Series H/HH bonds to your servicing FRB. The bond owner should not sign the back of the bond(s). Please note: only matured Series H/HH bonds are eligible for reinvestment.

Paying Paper Bonds

Information in this chapter generally applies to I Bonds. For further details, see "Paying Bonds" in [Chapter 7](#).


Banks and other financial institutions qualified as paying agents for U.S. Savings Bonds are authorized to redeem eligible paper savings bonds of Series A-E, Series EE, I Bonds, savings stamps, and savings notes presented by owners, coowners, and others who provide acceptable identification and any additional evidence required.

Timing the Redemption Transaction

Some savings bonds increase in value every six months, so timing the redemption transaction can be important. If such a bond increases in value in August and is cashed in July, the presenter will not receive any interest for the five months since the bond's last increase in value, in this example, February. Bondowners should, in most instances, redeem bonds on the anniversaries of the issue dates or the midpoint between anniversary dates. For example, a Series E bond with an issue date of December 1, 1975, should ideally be cashed on June 1 or December 1 to maximize potential earnings.



Bondowners should, in most instances, redeem bonds on the anniversaries of the issue dates or the midpoint between anniversary dates.

 See [Appendix B](#) for exceptions.

When submitting Series H/HH bonds for redemption between semiannual interest payment dates, owners should keep in mind that interest ceases on the last interest payment date. For example, if a bond issued in January 1990, which pays interest each January 1 and July 1, is submitted for payment in September, interest ceases on the last interest payment date, July 1. If owners submit Series H/HH bonds for redemption in the month before an interest payment date, the bonds will be paid in regular course, unless the presenter specifically requests that the payment be delayed until *after* that date. The bondowner should clearly communicate this request in writing to the servicing FRB when submitting the bonds. If a notice requesting delayed payment is received more than 30 days before the interest payment date, it will not be honored.

Bondowners who need to redeem a number of bonds at one time sometimes ask whether they should cash their oldest bonds first or their newest. They may find it advisable to cash their newest bonds first because these bonds may not be increasing in value as rapidly as older bonds. However, bonds are not eligible for payment until twelve months after their issue date. Bondowners should redeem bonds that have reached final maturity (30 or 40 years after issue) because they are no longer earning interest.

Responsibilities of Paying Agents



Alert!

You may be held liable for bonds you pay. It is imperative that you follow the correct procedures to protect against potential losses.

You may be held liable for bonds you pay. It is imperative that you follow the correct procedures to protect against potential losses.

Under the terms of your paying agent agreement, you are required to redeem eligible bonds presented during regular business hours, whether or not the presenter is a customer, account holder, or depositor of your institution. The presenter need only provide satisfactory identification in accordance with Treasury identification guidelines.

The Guide to Cashing Savings Bonds (PD P 0022), explains acceptable types of identification and provides a step-by-step question and answer approach to cashing bonds. The guide is meant to simplify the redemption process for tellers, and eliminate errors that might result in liability findings against their financial institution. PD P 0022 was developed as a user-friendly replacement for the *Identification Guide for Cashing United States Savings Bonds* (PD F 3900). To obtain a copy of the PD P 0022, contact your servicing FRB.

Identification Procedures



If you comply with the Identification Guide, you should be able to avoid losses.

If you comply with the PD P 0022 *Guide to Cashing Savings Bonds*, you should be able to avoid losses. The following sections describe examples of inadequate owner identification that can result in financial loss to your institution.

Customer Identification

Identification through a customer account is adequate if the presenter of the bond (the person requesting payment) is a customer whose name has been on the account for at least six months and whose signature on the "Request for Payment" section compares favorably with the signature on file. If the account has been open for less than six months, you should require the person presenting the bond to provide personal or documentary identification. One cause of loss is relying on an account that has been open for less than six months. Another cause of loss is accepting, without verification, a presenter's statement that he or she has an account at the institution and that the account has been open for at least six months.

Personal Identification

Identification of the person presenting the bond for payment (presenter) by another person (identifier) is adequate if:

- the identifier is a customer as described above or is personally known to an officer of your institution.
- in response to questions, you determine that the identifier knows the presenter by the name on the bond and that the source and duration of the acquaintance with the presenter are such as to make the identification reliable.
- the identifier signs the back of the bond.

Sometimes, investigations show that the identifier did not know the presenter very well or by the name appearing on the bonds presented. There have been instances of merchants identifying "customers." The financial interest of the identifier is not sufficient to establish that the identifier really knows the presenter; it may even be the basis for suspicion.



Alert!

You may not pay more than \$1,000 at any one time on the basis of documentary identification alone.

Documentary Identification

Documents adequate for identifying persons presenting bonds are specified in the PD P 0022. Because of the generally unreliable nature of identification documents, the Treasury considers it a lack of due care if you pay a large amount to a stranger on the basis of documentary identification. *Therefore, as stated in the PD P 0022 Guide to Cashing Savings Bonds, you may not pay more than \$1,000 at any one time on the basis of documentary identification alone. If you pay more than \$1,000 to the wrong person on the basis of documentary identification, you will be liable for the entire amount paid, not just the amount in excess of \$1,000.*

Every document must be examined to determine that:

- there is nothing that would raise a suspicion about its authenticity.
- the name in which the document is issued is the same as the name on the bond.
- the signature and the picture or physical description compare favorably with those of the presenter.

Few, if any, identification documents (IDs) can be used as reliable identification. Some issuers do not require that a person be positively identified before the document is issued. Frequently, there is no requirement for the issuer to witness the recipient's signature. Other factors that make documentary identification unreliable are the lack of security measures controlling access to unused stock, the relative ease of altering and counterfeiting ID cards, and the absence of a photograph or physical description.

The PD P 0022 *Guide to Cashing Savings Bonds* lists examples of acceptable and unacceptable documents. It should be noted, however, that even an "acceptable" document would have little value if it is not examined for authenticity and possible alterations. The name on the bond, the presenter's physical appearance, and presenter's signature on the "Request for Payment" section on the back of the bond must be compared with the name, physical description or photograph, and signature on the document.

Agent Liability for Losses on Bonds Paid

By law, you are liable for any loss that results from cashing a savings bond, unless the Treasury is able to determine that the loss was not due to your fault or negligence. Therefore, you should pay only those bonds that are eligible for redemption, and comply with the Treasury's instructions to paying agents, including the PD P 0022 *Guide to Cashing Savings Bonds*. Also ensure that you make notations, preferably on the back of the bonds, that show exactly what identification and evidence you relied on to pay the bonds.

Statute Limiting Agent's Liability for Losses

Under Treasury-sponsored legislation, you are automatically relieved of liability for a loss in any case where an erroneous payment has been made 10 or more years earlier and the Treasury has not notified you of such payment.

Notation of Evidence

A common cause of the Treasury's inability to relieve paying agents of losses resulting from their payment of bonds is the agent's failure to make any notation or to make an adequate notation of the identification presented.



Alert!

You should make notations concerning the identification and supporting documents presented on the back of the bonds or notes.

For your protection, you should make notations concerning the identification and supporting documents presented on the back of the bonds or notes. *If you elect to make such notations on a separate record, you must maintain this record for ten years.* General notations, such as "license," "Armed Forces ID," or "Employee ID" are unacceptable. The specific document should be described by the name of its issuer, date of issue, title of document (show document's form number, if it distinguishes it from other unacceptable documents of the same issuer), and specific number assigned to the holder. If you do not record this information, you run the risk that no evidence can be developed to show that you acted with due care, and you cannot be relieved of liability should a loss occur. The notation should be sufficient to enable you to produce a copy of the evidence if the transaction is later questioned. A notation referring to supporting evidence might include the document or case number on the owner's death certificate and/or the estate representative's letters of appointment, the date of death, and the name and location of the issuing authority. (Examples of adequate notations are (1) D/C John Doe, St. of KS, No 50-87, dod 7/30/90 and (2) L/A John Doe, St. of OK, Kayo Cay, No P-87-S, Dais Ct 7/17/90).

If a notation indicates reliance upon a personal identifier, the notation should include the name, address, and signature of the identifier and the basis for relying on this person knowing the bond presenter as the owner named on the bond. If an erroneous payment is made, the Treasury will expect you to be able to establish that the identifier did know the presenter by the name on the bond and that the source and duration of the identifier's acquaintance with the presenter justified your decision to cash the bond.

In the absence of adequate notation, Treasury will not consider a paying agent's claim that its usual identification procedure was followed as a sufficient basis for determining that the agent was free from fault or negligence in making a payment

Example of proper notation of evidence



Completing the Request for Payment



The presenter must sign the "Request for Payment" section on each bond and provide a current address and social security number (SSN) on at least one of the bonds submitted.

When an owner or other authorized individual presents an eligible savings bond (at least one year old) or savings note for payment, you should instruct the presenter to complete the "Request for Payment" section on the back of the bond. The presenter must sign the "Request for Payment" section on each bond and provide a current address and social security number (SSN) on at least one of the bonds submitted.

If there is a slight error or variation in the spelling of the name, the bondowner should sign the name shown on the bond and follow it with the correct signature. For example, if the owner's name has been changed by marriage, the owner should sign, "Mary T. Jones, changed by marriage to Mary T. Smith."

If the bond is presented with the "Request for Payment" section already completed, ask the bondowner to sign it again immediately above or below the first signature as appropriate.

Special Endorsement

A bond may be paid without the owner's signature if you are specifically qualified by your servicing FRB to stamp a special endorsement on savings bonds. This authority permits payment without the owner's signature on the "Request for Payment" section on the back of bonds held by known customers. If you would like the authority to use this special endorsement, contact your servicing FRB and request qualification under Department of the Treasury Circular No. 888. If you use this authority, you are guaranteeing the validity of the transaction and are subject to the same liabilities as previously mentioned.

The DC 888 stamp cannot be used to redeem Series H/HH savings bonds or when legal documents accompany a transaction. When using the DC 888 stamp, have the bond owner sign the back of one of the bonds, underline the bond owner's name on the front of the bond, and stamp the remaining bonds with the DC 888 stamp.



You are not required to verify SSNs, but you must refuse redemption if no number is provided.

Signature by Mark

A signature by mark ("X") must be witnessed by at least one disinterested person and an officer or other employee of your institution authorized to certify or guarantee signatures on requests for payment on savings bonds. The witness must attest to the signature by mark by writing "Witness to signature by mark," followed by the witness' signature and current address.

Social Security Number

You are not required to verify SSNs, but you must refuse redemption if no number is provided. The number and the payee's current address are needed for Federal income tax reporting purposes. If the SSN shown in the registration is accurate, you should underline it; otherwise, the presenter must record the correct SSN in ink either in the "Request for Payment" section or on the lower left side of the face of at least one of the bonds presented.

Determining the Redemption Value

The redemption value of a bond is determined by the period of time it has been outstanding. To determine this value, check the bond's issue date in the upper right-hand section on the face of the bond. (Do not confuse this date with the date in the issuing agent's validating stamp.) If the issue date of a bond or note is missing or illegible, send it to your servicing FRB for payment.

You determine the current redemption value and interest earned by using a redemption pricing system provided by your financial institution or available through the Treasury's BondPro pricing

software that can be ordered at no cost from the Bureau of the Public Debt. The redemption value reflects any necessary penalty due to an early redemption. (I Bonds and Series EE bonds issued May 1997 or later are subject to a three-month penalty if cashed within the first five years of purchase.)

Agents can use free PC software to price Series E/EE and I savings bonds and savings notes quickly. The software is updated every six months. Agents can order the software at no charge from:

Bureau of the Public Debt
P.O. Box 1213
Parkersburg, WV 26102-1213
304-480-6888 (phone)
304-480-7959 (fax)
E-Mail at BondPro@bpd.treas.gov

Individual bondowners can use the Online Calculator to price their bonds or download the Savings Bonds Wizard to price and keep an inventory of their bonds and values. Both programs are available free of charge from the Bureau of the Public Debt's website: www.treasurydirect.gov.

Paying the Presenter

After you have determined that you can make payment of a bond and have established the proper redemption value, carefully imprint your payment stamp on the front of the bond in the unused space immediately to the left of the issue date and the issuing agent's validating stamp. Stamp the bond as near to the issue and validating dates as possible without overimprinting. Legibly record in the stamp the correct redemption value, date of payment (month, day, and year) and sign or initial the stamp. Black ink must be used to imprint the payment stamp on paid bonds and to record the other required data.

You may pay the presenter in cash, issue a credit to the presenter's checking or savings account, or issue a check or similar instrument payable to the presenter.

Interest Reporting

Savings bonds are exempt from state and local income tax.

The amount of interest to be reported is determined by adding all of the interest-earned amounts for bonds presented for payment in the transaction. If \$10 or more in savings bond interest is paid to one person, you must furnish an Internal Revenue Service (IRS) form 1099-INT or an IRS-approved substitute to the payee and report the payment to the IRS. The IRS form 1099-INT, or an approved substitute, must provide (1) the name, address, and taxpayer identification number (TIN) of the payee, (2) the name, address, and TIN of the payer (your institution), and (3) the amount of interest earned. If payment is made to an owner or a coowner, the SSN of the person to whom payment is made must be provided. If payment is made to a parent on behalf of a minor owner or coowner, the SSN of the minor must be provided. (If the minor does not have a SSN, one must be obtained through the Social Security Administration.)



If payment is made to a parent on behalf of a minor owner or coowner, the SSN of the minor must be provided.

IRS regulations permit the option of either transaction reporting or annual reporting. You must report interest to the IRS no later than February 28 of the year following the transaction.

Transaction reporting requires the payer to report the interest at the time of the transaction for all bonds cashed. A 1099-INT statement is prepared *each* time a redemption transaction involves \$10 or more in interest. If the total interest paid in a single transaction is less than \$10, no reporting is required. For purposes of determining the \$10 cut-off, each transaction is treated separately. A copy of the statement may be presented to the payee at the time the transaction occurs or later, but the statement must be provided no later than January 31 of the year following the transaction.

Transaction reporting eliminates the need to generate aggregate year-end statements of the total interest paid on transactions during the year to a single individual. When using the pricing system, BondPro, a receipt and record of interest will be generated.

Annual reporting, on the other hand, requires the payer to add up the amount of savings bond interest paid throughout the year to a payee and, if that amount equals or exceeds \$10, to generate a single year-end statement to the payee. The statement must be provided to the payee by January 31 and also reported to the IRS by February 28 of the year following the transaction.

Records of Payment

You should maintain a complete record of each paid bond (serial number and amount paid) sent to the FRB so that if the shipment is lost or some other discrepancy occurs settlement may be made. You can microfilm the front and back for this purpose. You should maintain the records, in whatever form, for one year as provided in Department of the Treasury Circular No. 750.

Bond That Agents Can Pay

To be eligible for redemption, savings bonds must be held for at least twelve months. For example, a Series EE bond bearing a February 2004 issue date is eligible for redemption on February 1, 2005. Once the presenter has provided the appropriate identification, you are authorized to redeem eligible savings bonds of Series A-E, Series EE and I, savings stamps, and savings notes in the following cases. Redeemed bonds and notes must be processed through the EZ CLEAR Program, as explained in Chapter 6.

Payment to Owners

Single Ownership	Coownership	Beneficiary
Bonds in one person's name alone.	Bonds in two names, such as "John R Doe or Mary S Doe".	Bonds in two names, such as "John R Doe payable on death [POD] Mary S Doe".
You may pay the owner.	You may pay either coowner; the signature of only one coowner is required.	You may pay the owner. The beneficiary is not entitled to payment during the owner's lifetime.

Payment to Beneficiaries

When savings bonds are presented for cashing by a beneficiary named on the bonds and the owner is deceased, you may cash the bonds for the presenter provided the presenter furnishes adequate identification and an acceptable copy of the death certificate for the person named as the bondowner. The copy of the owner's death certificate must be certified under the seal of the Registrar of Vital Statistics or similar official. The decedent's name on the death certificate must be the same as that of the owner named on the bonds.

Payment to a Legal Representative of a Last-Deceased Registrant's Estate

You may cash bonds for the legal (court-appointed) representative of a deceased bondowner's estate (upon presentation of evidence of appointment). If the bonds bear the names of two persons as coowners or as owner and beneficiary and both are deceased, you may cash those bonds for the legal representative of the estate of the last deceased person named on the bonds. In this case, in addition to the evidence of the representative's appointment certified to be true and correct by the court clerk or other authorized court official, the representative should present certified copies of the death certificates of both persons named on the bonds. Evidence of appointment is current if (1) received within one year after the date of appointment or (2) the evidence bears a full force and effect statement issued within one year of the presentation of the bonds. The representative of the estate should sign the bonds and include their fiduciary title (for example, Richard Roe, executor

of the estate of John Doe, deceased). You should obtain an appropriate TIN for Federal income tax reporting purposes. Transactions involving independent, special, temporary, or foreign representatives should be forwarded to your servicing FRB.

Payment to Legal Representatives Designated on Bonds by Both Name and Title

You may cash bonds or notes for any legal representative (i.e., trustee, executor, guardian, conservator) named in the registration of bonds provided the presenter furnishes appropriate identification. When signing each bond, the presenter should indicate his or her title and, if the legal representative is a corporate entity, the full corporate name and signer's title (for example, vice president) as well. You should ensure that each request for payment corresponds with the bond's registration and obtain an appropriate TIN for Federal income tax reporting purposes.

Notation of Evidence

For the agent's protection, it is recommended that a notation be made either on the back of bonds/notes or in a separate record concerning the death certificate(s) and/or letters of appointment. This notation might include the document or case number on the owner's death certificate and/or the letters of appointment, the date of death and the name and location of the issuing authority. The notation should be sufficient to permit the agent to produce a copy of the evidence if the transaction is later questioned. Otherwise, the agent runs the risk that no evidence can be developed to show that it acted with due care, and it could not be relieved of liability should a loss occur.



The minor's SSN must be furnished for Federal income tax reporting purposes.

Payment to Minor

If the owner or coowner of a savings bond is a minor and the form of registration does not indicate a guardian or other representative has been appointed by the court or similar authority for the minor's estate, you can pay the minor, provided the minor is of sufficient competency to sign the bond and to understand the nature of the transaction. The minor's SSN must be furnished for Federal income tax reporting purposes.

Payment to Parent of a Minor

If the owner or coowner of a savings bond is a minor and the form of registration does not indicate that there is a court-appointed representative of the minor's estate, and if such minor owner is not of sufficient competency to sign the bond and to understand the nature of the transaction, you can pay either parent with whom the minor resides. The following endorsement must be typed or imprinted on the back of the bond:

"I certify that I am the [father or mother] of [minor's name] and the person [with whom he/she resides] **or** [to whom legal custody has been granted]. He/she is [age] years of age and is not of sufficient understanding to make this request."

The minor's SSN must be furnished for Federal income tax reporting purposes. No legal documentation, such as a birth certificate, is required in these types of transactions. If the minor does not reside with either parent, the person who furnishes the minor's chief support may be paid. Forward these transactions to your servicing FRB for processing.

Bonds That Agents Cannot Pay

In certain cases, paying agents are not authorized to pay bonds and notes. You should forward such bonds and any supporting documentation to your servicing FRB. The individual requesting redemption must sign the "Request for Payment" section on the back of the bonds. You must establish the identity of this person just as if your institution were cashing the bonds. An officer or designated employee of your institution must then certify the presenter's signature on the bonds by signing his or her name and title and placing your institution's seal or agent stamp on the back of the bonds. Send the certified copies of evidence required supporting payment with the bonds. Any required court evidence of a representative's appointment that is more than one year old must

be updated by the court within the last year and should include the court clerk's or other official's statement that the appointment is in full force and effect.

Your servicing FRB will credit your reserve/correspondent account for the redemption value of the bonds, issue a check to the individual requesting payment, or directly deposit proceeds via ACH to individual's account.

If you request a credit, your servicing FRB will credit your account within five business days from the date the transaction is approved for payment. It is your responsibility to monitor your reserve/correspondent statement and pass the credit to your customer upon receipt. (A reserve account credit is not an ACH credit so it will not automatically credit your customer's account.)



You may request a credit to your reserve/correspondent account for the redemption value of bonds.

If you request a check, it can be mailed to your institution or directly to the individual requesting payment. Checks are generally mailed from the Philadelphia Federal Reserve Bank five business days from the date the transaction is approved for payment. Remind your customers to allow several more days for mail delivery.

You are not authorized to pay the following transactions:

- ⊗ Bonds that have not been held for twelve months since the issue date, except for cases where you have been granted a waiver from the Treasury Department to redeem bonds due to hardship. Such waivers generally cover a specific region of the country for a specific period of time; your servicing FRB will provide a special announcement on this condition.
- ⊗ Bonds of Series F, G, J, K, H, and HH; Individual Retirement Bonds; and Retirement Plan Bonds.
- ⊗ **Bonds presented by an attorney-in-fact.**
- ⊗ Bonds issued in the name of a corporation, partnership, association, or other type of company or institution in its own right.
- ⊗ When supporting evidence is required, except for qualified beneficiaries and court-appointed representatives of decedents' estates.
- ⊗ When the payee does not furnish a SSN.
- ⊗ When a presenter requests a partial payment.
- ⊗ Bonds that are mutilated, altered, defaced, or irregular.
- ⊗ Bonds that are being redeemed for a non-citizen or foreign redemption.

Series H/HH

- ⊗ Series H/HH bonds may be redeemed any time after six months from issue date through your servicing FRB. Depository Financial Institutions **cannot** redeem Series H/HH bonds since they do not have access to the system needed to verify HH/H account information, such as whether correct amounts are displayed in tax-deferral legends on bonds presented for redemption. When submitting Series H/HH bonds for redemption between the months in which interest is paid, owners should keep in mind that interest ceases as of the last interest payment. For example, if a bond issued in January 1990, which pays interest each January 1 and July 1, is submitted for payment in September, the last interest payment is the July 1 payment. If owners submit Series H/HH bonds for redemption in the month prior to an interest payment date, the bonds will be paid in regular course, *unless* the presenter specifically requests that the payment be delayed until *after* that date. The bond owner should clearly communicate this fact in writing to the servicing FRB when submitting the bonds. However, if a notice requesting delayed payment is received more than 30 days before the interest payment date, it will not be honored.

Partial Payment

- ⊗ Any Series EE bond denomination above \$75 (above \$25, if Series E) is eligible for partial redemption at current redemption values. However, the remaining portion to be reissued (as of the original issue date) must equal an authorized denomination or combination of denominations. For example, if an owner requests partial redemption of a \$100 bond to the extent of \$50 (face amount), the owner would receive a \$50 bond plus a check representing the redemption value of a \$50 bond having the same issue date as the \$100 bond being presented.

On the "Request for Payment" section on the back of the bond, and above the signature, the following statement should be added to the first sentence of the request: "Redeem to the extent of \$50 (face amount) and reissue the remainder." The payee's SSN must be furnished for Federal income tax reporting purposes.

Series H/HH denominations eligible for partial redemption include \$1,000, \$5,000, and \$10,000. The procedures for handling partial payments on Series E/EE bonds also apply to Series H/HH bonds.

Payment to Voluntary Guardian for Adult

- ⊗ You are not authorized to redeem bonds for voluntary guardians. You should send the bonds, application form PD F 2513, and supporting evidence to the address indicated on the form.

If the adult owner of a bond becomes mentally incapacitated and no other person is legally qualified to act on the owner's behalf, the person responsible for the owner's support and care may submit an application form PD F 2513 to request (1) the redemption of any series of bonds with a total redemption value of no more than \$20,000 or (2) that interest payments on Series H/HH bonds be mailed to the applicant. The application must be accompanied by a statement from the owner's physician indicating that the owner is no longer mentally competent to request payment.

Payment to Persons Acting Under Powers of Attorney

- ⊗ You are not authorized to redeem bonds presented by persons acting under a power of attorney. In such cases, forward the bonds and supporting evidence to your servicing FRB.

Under certain circumstances, your servicing FRB may pay bonds presented by a person acting under a power of attorney. Generally, a request for payment by an attorney-in-fact will be honored if the power of attorney grants the attorney-in-fact the authority to sell or redeem the grantor's securities or personal property, or otherwise grants similar authority.

Where the grantor has become incompetent, the power of attorney must conform to state law requirements for durability. The attorney-in-fact may be required to provide medical evidence of the grantor's condition.

Upon the death of the bondowner, the duties of the attorney-in-fact terminate and the power of attorney document is null and void.

Payment to Creditors

- ⊗ You are not authorized to redeem bonds for creditors. In such cases, forward these bonds to the Accrual Service Division, Office of Investor Services, Bureau of the Public Debt, Parkersburg, WV 26106-1328, for payment.

The Treasury will recognize claims against owners of savings bonds when such claims are established by valid judicial proceedings. For example, in the case of creditors, a savings bond registered in single ownership, coownership, or beneficiary form will be paid, but not reissued, to the purchaser at a sale under a levy or to the officer authorized to levy upon the property of the registered owner or coowners, under appropriate process to satisfy a money judgment. A judgment against one coowner will be recognized only to the extent that this coowner's interest in the bond is established, whether by agreement of both coowners or through court proceedings to which both coowners are parties.

In the case of bankruptcy, payment of a savings bond will be made to a trustee in bankruptcy, a receiver of an insolvent's estate, a receiver in equity, or a similar officer of the court.

The Treasury will not accept notices of adverse claims or of pending judicial proceedings. Further, it will not undertake to protect the interests of litigants who do not have possession of a bond.

(For Series A-E/EE, H/HH bonds and savings notes only)

Redemption Cases Requiring Evidence

**You are not authorized to redeem bonds in these cases.
Bonds and supporting evidence should be forwarded to your servicing FRB.**

Bond Registration and Circumstances	Content of "Request for Payment" Section	Evidence Normally Required	TIN Required
Single owner form; owner deceased; estate settled and closed.	John Doe, person entitled to estate of Richard Roe, deceased.	Face amount of \$1,000 or less requires <u>PD F 2458</u> . Face amount of more than \$1,000 requires a certified copy of Decree of Distribution or Final Account.	SSN(s) of person(s) receiving bond proceeds.
Coowner or beneficiary form; both persons deceased and estate of last deceased settled and closed.	John Doe, person entitled to estate of Richard Roe (name of last deceased).	Certified copies of death certificates for both. Face amount of \$1,000 or less requires <u>PD F 2458</u> . Face amount of more than \$1,000 requires a certified copy of Decree of Distribution or Final Account for last deceased registrant.	SSN(s) of person(s) receiving bond proceeds.
Single owner or coowner or beneficiary form; all persons deceased; estate of last deceased will not be administered through court proceedings. * If redemption value of bonds in a decedent's estate totals more than \$100,000, administration in court is required.	No signature is required.	Person(s) entitled should request payment on form <u>PD F 5336</u> . <u>PD F 4881</u> may be used for face amount of \$1,000 or less. Certified copies of death certificates, as specified on forms, are required. If the last deceased owner left a will, use <u>PD F 5336</u> and submit a copy of the will. Copy should be certified to be true and correct by the custodian of original.	SSN(s) of person(s) receiving bond proceeds.
John Doe, a minor (or incompetent) under legal guardianship; payment requested by guardian (guardian not named on bond).	Henry Doe, guardian of estate of John Doe, a minor (or incompetent).	Certified copies of letters of guardianship shown to be in full force and effect.	SSN of the minor or incompetent.
John Doe, a minor under legal guardianship; payment requested by owner who has reached majority (adulthood).	Former minor should sign own name; omit words referring to guardianship.	One of the following - (1) certified copy of birth certificate, (2) court order showing discharge of guardianship, (3) copy of a valid driver's license, (4) agent can determine age from issue date of bond.	Owner's SSN.

(For Series A-E/EE, H/HH bonds and savings notes only)

Redemption Cases Requiring Evidence

**You are not authorized to redeem bonds in these cases.
Bonds and supporting evidence should be forwarded to your servicing FRB.**

(continued)

Bond Registration and Circumstances	Content of "Request for Payment" Section	Evidence Normally Required	TIN Required
John Doe, an incompetent, under legal guardianship of Henry Doe; payment requested by former ward whose disability is removed.	John Doe should sign name as it appears on bond; omit words referring to disability.	Certified copy of court order showing termination of guardianship by reason of restoration to competency.	Owner's SSN.
John Doe, a minor (or incompetent) under custodianship of Henry Doe by designation of Veterans Administration; payment requested by former minor or incompetent whose disability has been removed.	Former ward should sign name as it appears on bond; omit words referring to custodianship.	Former minor needs either a letter from VA or a certified copy of birth certificate; former incompetent needs a letter from a Veterans Services Officer of VA stating that disability has been removed.	Owner's SSN.
Name of the individual changed by court order, divorce, or naturalization.	Miss Mary Roe, changed by (show reason for change) from Mrs. Mary Doe.	Form <u>PD F 4000</u> signed and certified with statement above signature line completed or certified copy of court order, divorce decree, or naturalization papers.	Owner's SSN.
First Baptist Church.	First Baptist Church, by John Doe, Pastor.	No evidence if the payment is requested by recognized officer. *	Employer Identification Number (EIN) assigned to the church.
XYZ Company, a corporation.	XYZ Company, by John Doe, Treasurer.	No evidence if the payment is requested by recognized officer. *	EIN assigned to the corporation.
Deer Bear Lodge, an unincorporated association.	Deer Bear Lodge, an unincorporated association, by John Doe, Grandmaster.	No evidence if the payment is requested by recognized officer. *	EIN assigned to the unincorporated association.
Smith and Jones, a partnership.	Smith and Jones, a partnership by John B Smith, a general partner.	No evidence if the payment is requested by general partner. *	EIN assigned to the partnership.
John Jones DBA (doing business as) Jones Roofing Company.	John Jones DBA Jones Roofing Company.	No evidence if the payment is requested by the proprietor. *	SSN of proprietor.

* If payment is requested by any other representative, a certified or sworn copy of resolution or excerpt from bylaws.

I Bonds follow the same EZ CLEAR procedures used for Series EE bonds.

EZ CLEAR

The EZ CLEAR Program was designed to allow you to use the existing check collection system to process redeemed savings bonds and savings notes. All savings bonds and notes you are currently authorized to redeem must be processed through EZ CLEAR and deposited with your local Federal Reserve Bank (FRB). You should continue to determine the redemption amount, affix your paid stamp, and report interest according to IRS requirements.

Eligible Savings Bonds



You may commingle all Series E/EE and I Bonds and savings notes in an EZ CLEAR deposit.

You may commingle all Series E/EE and I Bonds and savings notes, including older Series A-E half and full size "paper" bonds, in an EZ CLEAR deposit. There is no need to separate Series A-E paper bonds from Series E/EE and I card style bonds. However, the large (8 x 7 inches) paper bonds must be folded and placed in an approved document carrier, and the carrier must be MICR-encoded. The half (4 x 7 inches) paper bonds may be deposited "as is", that is, MICR-encode directly on the bond; in the case of a repair, place the bond in an approved document carrier and MICR-encode the carrier.

Savings bonds redeemed in exchange for Series HH bonds may also be commingled in an EZ CLEAR deposit. (Series H/HH bonds are ineligible for the EZ CLEAR Program.) Do not send forms PD F 3253 and funds through EZ CLEAR. You should complete the exchange application (PD F 3253), accept payment (if any) of additional funds, and submit the completed exchange application and funds to your servicing FRB's Savings Bonds Department.

Do not send bonds presented for reissue (changes in registration), through EZ CLEAR. Instead, these bonds should be submitted to your servicing FRB's Savings Bonds Department with the reissue requests and any supporting documents.

Series H/HH bonds for redemption should **not** be submitted through EZ CLEAR. Refer to Chapter 5 for proper instructions.

Deposit Methods

Two deposit methods are available in the EZ CLEAR Program. You may commingle savings bonds and notes in a normal check (mixed) cash letter or sort savings bonds and notes into a separately sorted (fine sort) cash letter for deposit.

Separately sorted cash letters must indicate the agent's name, nine-digit Routing/Transit number, and the dollar amount, item count and date of the cash letter. With each separately sorted cash letter, include "detail" or tape listings of the bonds contained in the cash letter.

Deposit Methods		
	Mixed Cash Letter (Commingled with commercial check items)	Separately Sorted Cash Letter (Fine sort, contains only savings bonds)
Teller Requirements	Same as Current	Same as Current
Encoding Requirements *	Routing/Transit Number (0000-9000-7) and redeemed amount	Redeemed amount only – Routing/Transit number optional
Cash Letter Size	Local FRB Office check deposit guidelines	No greater than 3,000 items per cash letter. If necessary, multiple cash letters may be submitted to accommodate deposits exceeding 3,000 items.
Deposit Deadline	Local FRB Office "mixed" check deposit deadline	Local FRB deposit deadline; if none, 12:00 Noon, Monday through Friday
Funds Availability	Same day (immediate)	Same day (immediate)
Processing Charge	Local FRB "mixed" POMO/Govt. per item fee	No processing charge
Redemption Fees	No redemption fees will be paid for bonds deposited in a mixed cash letter.	A redemption fee of 30 cents will be paid for each bond deposited in a separately sorted cash letter.
Deposit Options **	Directly to local FRB or through normal correspondent/ respondent check arrangements	Directly to local FRB or through normal correspondent/respondent check arrangements
Adjustment Inquiries	Your local FRB	EZ CLEAR Central Site, Pittsburgh Branch, Federal Reserve Bank of Cleveland

***Encoding in the Transaction Code (T), the Auxiliary On-Us, and the Account Number (A/N) fields is strictly prohibited.** Encoding a Routing/Transit number other than 0000-9000-7 in the Routing/Transit field is also prohibited.

****Before depositing savings bonds with a correspondent, verify that the correspondent is willing to accept these items. Also note that neither the Treasury nor the Central Processing Site will be responsible for forwarding redemption fees to institutions other than those depositing a separately sorted cash letter directly with their local FRB, Branch, or RCPC. Therefore, please clarify with your correspondent if and how you will receive redemption fees from them.**

Reject Repair Options

The use of correction tabs (labels) on any field, including the amount field, is prohibited.

To correct inaccurate MICR-encoded data placed on bonds, you may use one of the following three options:



Alert!

The use of correction tabs (labels) on any field, including the amount field, is prohibited.

- Use encoding eraser fluid and re-encode the MICR on the bond.
- Apply a strip to the bottom of the bond and MICR-encode the strip.
- Place the bond in an approved document carrier and encode the carrier.

Approved document carriers should meet the "Federal Reserve System's Return Item Carrier Guidelines." These guidelines may be obtained from your local FRB. Adherence to these guidelines will facilitate processing at the local FRB and the Central Processing Site. Please note that document carriers may be used as repair options only and not as a normal method of encoding bonds.

When document carriers are used as a repair option, do not staple or use any other form of adhesive to attach the bond to the carrier. If the document carrier has a pressure sensitive adhesive strip, do not remove the protective covering that exposes the adhesive, as the bond may be torn or otherwise mutilated when removed from the carrier. Do not use document carriers made of clear plastic-type material because they cause sorter processing problems at the Central Site.

Adjustments

All EZ CLEAR adjustments, such as mispriced bonds, misencoded bonds, and listing errors, will be directed to you through normal check adjustment channels. Reference information will be provided with each adjustment.

Depositors of mixed cash letters should direct inquiries regarding adjustments received to their local FRB Check Adjustment Department.

Depositors of separately sorted cash letters should direct inquiries to the Central Processing Site EZ CLEAR Adjustments Department at 1-800-541-5265 between 7:30 a.m. and 4:30 p.m. Eastern Standard Time. The toll-free number should not be used to initiate adjustment requests, except in the case of errors that are \$10,000 or greater and are discovered after deposit.

Facsimiles

The EZ CLEAR Program was designed to use the check procedure for submitting facsimiles (photocopies) to regain credit for paid savings bonds and notes that are lost or destroyed internally by the depositor while enroute to the Central Processing Site or during processing at the Central Processing Site. Include the following indemnification with savings bond and note facsimiles:

“This is a photographic facsimile of the original United States Savings Bond,

Serial Number

**Issue Date
(Month/Year)**

**Payment Date
(Month/Year)**

Payment Amount

which was endorsed by the undersigned and reported missing or destroyed while in the regular course of bank collection. The undersigned guarantees the validity of this facsimile and all prior or any missing endorsements and agrees to be bound by the regulations contained in Treasury Circular No. 750, Fourth Revision (31 CFR Part 321), for any loss sustained by the Treasury or an endorsing bank in honoring this facsimile.”

Authorized Signature

Ensure that the indemnification is signed by an official of the depositing financial institution.

Endorse the facsimile (photocopy) of the savings bond (front and back) with a current stamp of the financial institution and provide a copy of the original Federal Reserve debit advice. If no Federal Reserve debit advice exists because the original savings bond or note was lost internally, include a statement to that effect with the facsimile submission.

When a legible facsimile of a missing bond cannot be produced, form PD F 2517 may be completed.

Mixed cash letter depositors should send facsimiles as correspondence to their local FRB Check Adjustment Department.

Separately sorted cash letter depositors should send facsimiles as correspondence to:

EZ CLEAR Adjustments
Pittsburgh Branch
Federal Reserve Bank of Cleveland
P.O. Box 867
Pittsburgh, PA 15230-0867

Redemption Fee Payments

No fees are paid for bonds deposited in mixed cash letters.

A redemption fee of 30 cents is paid for every eligible savings bond or note that is deposited in a separately sorted cash letter. The Central Processing Site pays fees monthly to each depositing financial institution (not to each paying agent or branch office). The financial institution's name and routing number must appear on separately sorted cash letters. Financial institutions using a correspondent bank will not receive fees unless the respondent arranges with the correspondent bank to send a separate cash letter on behalf of the respondent bank.

To accommodate electronic posting, depositing agents must designate either an internal account number (demand deposit/share draft) on the EZ CLEAR enrollment form or a correspondent checking account.

Redemption fees are paid by issuing an Automated Clearing House (ACH) credit to the account number specified by the depositor. The ACH payment is a "demand credit", and will use a Prearranged Payments or Deposits (PPD) format accompanied by an 05 Addendum record. The payment will be effective on the last business day of each month for fees earned during the previous month.

Questions regarding redemption fees may be directed to the Central Processing Site at 1-800-541-5265 from 7:30 a.m. to 4:30 p.m. Eastern Standard Time.

Records of Redeemed Bonds


You are authorized to microfilm or use similar copy imaging to duplicate the face and back of each bond you redeem. You are required to retain such records for at least one year.

Paper I Bonds




I Bonds are accrual type bonds issued at face value.

I Bonds are inflation-indexed savings securities designed to help protect investors' purchasing power. This chapter explains the unique features of I Bonds, and refers to other chapters when existing information applies. I Bonds cannot be sold in a secondary securities market or used as collateral. For full disclosure of terms and conditions of I Bonds, see Department of the Treasury Circulars, Public Debt Series No. 1-98 and No. 2-98.

 See *Appendix F*.

I Bonds are accrual type bonds issued at par (face value); for example, you pay \$50 to buy a \$50 bond. Interest accumulates and is paid as part of the bond's redemption value when the bond is cashed. I Bonds usually increase in value monthly, and interest compounds semiannually. An I Bond's earnings rate reflects the combination of a fixed rate and an inflation rate. The fixed rate remains constant for the life of the bond, but the inflation rate can vary every six months. I Bonds can earn interest for up to 30 years.


As with Series EE bonds, paper I Bonds are registered securities and can be replaced if lost, stolen or destroyed. One form PD F 1048 may be used for a claim involving both I Bonds and other series of savings bonds.

 See *"Replacing a Bond" in Chapter 1*.


Paper I Bonds can be reissued in a limited number of situations. They cannot be exchanged to acquire any other series of bonds.

Denominations and Forms of Payment

All denominations may be purchased through issuing agents and from employers who choose to offer them through payroll savings plans. The bonds can also be purchased through Bond-a-Month plans, a DFI that offers savings bonds via its Internet banking site, and as gifts. (As with Series EE bonds, no gift indicator will be on the face of the bond.) Bonds may be purchased with cash, checks or savings stamps.

 See *"Forms of Payment" in Chapter 1*.

I Bonds are the same size and have the same placement of data as Series EE bonds. However, the appearance is different in terms of backgrounds, portraits, and color schemes. The Treasury is using the paper Series I bond to honor great Americans of the 20th century.

 See *"I Bonds" table on the following page*.

I BONDS

Prefix	Denomination and Purchase price	Portrait and Historical Significance
L	\$50	Helen Keller was a noted author and advocate for the deaf and blind. She was responsible for Braille becoming the standard for printed communications for the blind.
K	\$75	Dr. Hector Garcia was a physician and activist for the Mexican-American community. In 1948, he founded the American G.I. Forum to support Hispanic veterans' rights.
C	\$100	Martin Luther King, Jr. was a leader of the American civil rights movement. He was also a recipient of the Nobel Peace Prize.
R	\$200*	Chief Joseph , regarded as one of the greatest Native American peacemakers, is best known for his efforts to return with his Nez Perce people to the land of their ancestors.
D	\$500	General George C. Marshall was a U.S. Army Chief of Staff during World War II. He was most noted for the Marshall Plan for global economic recovery following the war.
M	\$1,000	Albert Einstein was the author of the theory of relativity and a recipient of a Nobel Prize in Physics.
V	\$5,000	Marian Anderson was a renowned African-American opera singer and the first to join the Metropolitan Opera.
X	\$10,000*	Spark Matsunaga , a U.S. Senator from Hawaii, was a long-standing champion of research and development of renewable energy.

* The \$200 and \$10,000 denominations were not available for purchase before May 1999; therefore, the earliest available issue date for these two denominations is May 1999.

Registration

I Bonds may be registered to individuals and, in some cases, to fiduciaries. Individual registrations can be in single ownership, coownership, and beneficiary form according to the same rules used for Series EE bonds. See *"Authorized Forms of Registration" for individuals in Chapter 1*.

Fiduciary registrations are permitted for I Bonds owned by:

- personal trust estates (e.g., First National Bank, trustee under agreement with John Doe, dated 01/02/98)
- guardianship or conservatorship estates of living individuals (e.g., John Doe, guardian of the estate of Mary Doe, a minor)
- testamentary trust estates (e.g., Jerry Green, trustee under the will of Jane Green, deceased)



See Appendix A for examples of trust registrations.

The Department of the Treasury or the United States can be listed as a beneficiary on I Bonds, but not as a coowner.

I Bond registrations may **not** include references to gift to minors or transfer-to-minors statutes, and may not be registered in the name of organizations, associations, public bodies, corporations, sole proprietorships, etc. in their own right.

Purchase Limits

Paper I Bond purchases are limited to an investment of \$30,000 (face value) per person (first-named registrant – owner or first-named coowner), per calendar year. The I Bond purchase limit is computed separately from the limit on EE bond purchases. Bonds the purchaser obtained in earlier years do not affect the current year's limitation. Bonds purchased and redeemed in the same calendar year are also excluded from the computation.

Coowners: Purchases are attributable to the first-named coowner.

Beneficiary: Purchases are attributable to the owner, not the beneficiary.

Fiduciary Capacity: Bonds registered in the names of trusts and persons as guardians or others serving in fiduciary capacities are computed separately from the fiduciary's own I Bonds on which he or she is named individually as owner or coowner.

Gifts: I Bonds that are gifts are not included when determining whether or not the purchaser's own bonds are in excess of the limit.

Note: An individual may purchase \$30,000 in his/her name using his/her social security number; then purchase an additional \$30,000 in trust registration using a tax identification number assigned to the trust.

Interest

I Bonds usually increase in value monthly, and interest is compounded semiannually. The interest accumulates and is paid as part of the redemption value when a bond is cashed. I Bonds can earn interest for up to 30 years - a 20-year original maturity period and a 10-year extended maturity period.



I Bonds earn interest at earnings rates, which reflect the combination of fixed rates and semi-annual inflation rates.

I Bonds earn interest at earnings rates, which reflect the combination of fixed rates and semi-annual inflation rates. Each May 1 and November 1, Treasury announces an I Bond earnings rate for bonds issued in the next six months. Although the inflation rate may vary, the fixed rate applies and remains unchanged for the life of the bond.

Fixed Rate

The Secretary of the Treasury announces a fixed rate each May 1 and November 1 that will apply to all I Bonds issued during the six-month period following the rate announcement. The fixed rate in effect when a bond is issued remains constant for the bond throughout its 30-year life. For example, a fixed rate announced on November 1, 1998 is the fixed rate for I Bonds issued in November 1998 through April 1999, and remains the same for the life of those bonds.


Inflation Rate

A semiannual inflation rate is derived from the Consumer Price Index for All Urban Consumers ("CPI-U"), published by the Bureau of Labor Statistics, and is subject to change every six months. The rate reflects the percent change in the CPI-U index over a six-month period ending at least one month prior to publication of the rate announcement. For example, the inflation rate published in the November 1, 1998 announcement reflects the change in the index from its March 1998 level to its September 1998 level.

Treasury uses both negative and positive changes in the CPI-U. If during periods of deflation, the CPI-U index goes down enough to cause a negative earnings rate, the value of the I Bond will remain constant until the earnings rate again produces an increase in the bond's value.

Income Tax Reporting

The difference between the purchase price (face value) and the redemption value of I Bonds is interest. Like Series EE bonds, I Bond interest is subject to Federal income tax but not state or local income taxes, and is eligible for exclusion from income under the Education Savings Program if applicable.

 See "Education Savings Options" in Chapter 1.

When reporting I Bond interest, no distinction is made between interest earned from a fixed rate versus that from an inflation rate. Interest earned from Series E/EE, I Bonds, and savings notes can be reported on one IRS Form 1099-INT.

 For more details, see "Interest Reporting" in Chapter 5.


For Federal income tax purposes, bondowners can report interest annually as it accrues or they can defer interest reporting.

- If interest is reported annually, or as the result of a taxable reissue transaction, advise owners to keep complete tax records. When bonds are eventually cashed, an IRS form 1099-INT will be issued for the full amount of interest, and owners will need records to prove prior reporting to IRS.
- Deferred interest must be reported when the bond (1) is cashed, (2) reaches final maturity (stops earning interest), or (3) is disposed of in some other way, such as reissuing the bond to some other eligible person, whichever event occurs first.

Issuing Bonds

Generally, the procedures and fee payments for issuing I Bonds, as well as correcting errors, are the same as those contained in Chapter 2 for Series EE bonds, except as noted below. The instructions in Chapter 1 for "Chain Letter Schemes" also apply to I Bonds.

There are two different order forms for I Bonds (PD F 5374 Series I Order for U.S. Savings Bonds and PD F 5374-1 Series I Order for U.S. Savings Bonds to be Registered in Name of Fiduciary). While these forms are very similar to the Series EE forms, pay particular attention to Section 5 when calculating the total issue price.

 For completed samples of these forms, see Appendix C.

Section 5 portion of
Form PD F 5374,
Series I Order for
U.S. Savings Bonds

5. BONDS ORDERED				FOR AGENT USE ONLY	
Denom.	Quantity	Issue Price	Total Issue Price		
\$ 20		\$ 20.00	+		.00
\$ 25		\$ 25.00	+		.00
\$ 50		\$ 50.00	+		.00
\$ 100		\$ 100.00	+		.00
\$ 200		\$ 200.00	+		.00
\$ 500		\$ 500.00	+		.00
\$ 1,000		\$ 1,000.00	+		.00
\$ 5,000		\$ 5,000.00	+		.00
\$ 10,000		\$ 10,000.00	+		.00
TOTAL ISSUE PRICE OF PURCHASE			\$.00

APPROVED AGENT STAMP CERTIFIED THAT
TOTAL AMOUNT OF PURCHASE IS CORRECT

It is important that you batch your I Bond order forms separately from your Series EE order forms and submit them with the appropriate batch transmittal letter form 1357, as shown on page 2-5. (Also, form PD F 5374 orders must be batched separately from form PD F 5374-1 for fiduciary orders).

Exchange Transactions

I Bonds **cannot** be exchanged for other series of bonds.

Paying Bonds



Alert!

I Bonds redeemed before five years from their issue date are subject to a three-month interest penalty.

An agent's responsibilities for paying I Bonds and processing deposits through EZ CLEAR, as well as fee payments, are the same as those described in Chapters 5 and 6 for Series EE bonds.

I Bonds can be redeemed anytime after the first twelve months; however, bonds redeemed before five years from their issue date are subject to a three-month interest penalty. For example, the redemption value of a bond cashed 18 months after the issue date will include 15 months of interest. After an I Bond is five years old, there is no penalty.

Redemption values published by Treasury provide for monthly increases in I Bond values and take the three-month interest penalty into account for bonds held less than five years from the issue date. Each month's table of redemption values for I Bonds shows one redemption value and one amount of interest for each I Bond by denomination and issue date. These redemption value tables do not show how much interest was produced by a fixed rate and how much interest was produced by an inflation rate.

See the I Bond "Redemption Cases Requiring Evidence" Table at the end of this chapter.



Reissue Transactions



For completed samples of I Bond forms, see Appendix C.

There are fewer options available for reissue of I Bonds than for other series of savings bonds. The following reissue transactions are permitted for I Bonds:

- *A single living owner* may request reissue to add the name of a coowner or beneficiary (use form PD F 5387).
- *Removing the name of an owner or coowner* is allowed only in cases involving death or divorce (use form PD F 5387).
- *A beneficiary's name* can be removed without the beneficiary's consent, and the owner can name someone else as beneficiary or coowner (use form PD F 5387).
- I Bonds may be reissued to show the *guardianship or conservatorship of the estate* of the living owner or one of the living coowners (use form PD F 5386).
- I Bonds may be reissued to show the name and fiduciary title of a trustee for an owner's or coowner's *personal living trust estate* or the trustee of a testamentary trust (for personal living trust estate, use form PD F 1851; for testamentary trust, use form PD F 5394).



It is possible to use a single form to reissue or redeem I Bonds belonging to a decedent's estate - form PD F 5394.

Estates of Deceased Owners

It is possible to use a single form to reissue or redeem I Bonds belonging to a decedent's estate - form PD F 5394 Application for Disposition of Series I Savings Bonds after the Death of the Registered Owner(s). This form may be used regardless of how the decedent's estate is being settled. The form needs to be completed and signed according to instructions on the form.

Note: A paying agent would not use this form when making payment to a legal (court-appointed) representative of a last-deceased registrant's estate or payments to beneficiaries as described in the PD P 0022 Guide to Cashing Savings Bonds. (See Appendix D.)

The following tables identify the required Treasury form(s) and supporting documents needed for I Bond reissue transactions.

Note: If the total redemption value of bonds (regardless of series) in a decedent's estate is more than \$100,000, administration in court is required.

(Applies only to I Bonds)

Table of Authorized Reissue Transactions - Section A

Bond Registered in One Name (Single Ownership)

Example: John R Doe

Reason for Reissue	Form Required	Other Documents Required
1. Owner desires:		
(a) to add a coowner or beneficiary.	<u>PD F 5387</u> - to be signed by the owner.	None.
(b) to name another person as the owner when the new owner and previous owner are parties to a divorce or an annulment.	<u>PD F 5387*</u> - to be signed by the owner.	None.
(c) to designate a trustee of a personal trust estate.	<u>PD F 1851*</u> - to be signed by the owner.	None for PD F1851 bearing a 3/86 or later revision date. For PD F 1851 issued prior to 3/86 additional information may be required to determine whether the reissue is a taxable event.
(d) to correct error in registration.	<u>PD F 5387</u> - to be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the error, more information may be requested.
2. Owner's name is to be changed (no change in ownership) due to:		
(a) marriage (ordinarily reissue for such a change is unnecessary).	<u>PD F 5387</u> - to be signed by the owner.	None.
(b) divorce or annulment or a marriage.	<u>PD F 5387</u> - to be signed by the owner.	Depending on the nature of the reissue, more information may be requested.
(c) order of court.	<u>PD F 5387</u> - to be signed by the owner.	Depending on the nature of the reissue, more information may be requested.
3. Deceased owner's bonds to be reissued to person(s) entitled.	Persons settling an estate should complete and sign <u>PD F 5394</u> according to the instructions on the form.	None.

**This transaction may result in a taxable event.*

(Applies only to I Bonds)

Table of Authorized Reissue Transactions - Section B

Bond Registered in Coownership Form

Example: John R Doe

OR

Sallie Doe

Reason for Reissue	Form Required	Other Documents Required
1. Coowners desire that bonds be reissued to:		
(a) designate a trustee of a personal trust estate.	<u>PD F 1851*</u> - to be signed by both living coowners.	None for PD F 1851 bearing a 3/86 or later revision date. For PD F 1851's issued prior to 3/86 additional information may be required to determine whether the reissue is a taxable event.
(b) correct an error in registration.	<u>PD F 5387</u> - to be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the reissue, more information may be requested.
2. If one or both coowners are divorced or legally separated, or the marriage is annulled, reissue may be made to name:		
(a) one of the present coowners alone.	<u>PD F 5387*</u> - to be signed by the coowner whose name is being eliminated.	None.
(b) one of the present coowners with another person as coowner or beneficiary.	<u>PD F 5387*</u> - to be signed by both coowners named on the original bond.	None.
(c) another person as the owner.	<u>PD F 5387</u> - to be signed by both coowners named on the original bond.	None.
3. Coowner's name(s) is changed (no change in ownership) due to:		
(a) Marriage (ordinarily reissue for such a change is unnecessary).	<u>PD F 5387</u> - to be signed by the person whose name has changed.	None.
(b) divorce or annulment.	<u>PD F 5387</u> - to be signed by the person whose name has changed.	Depending on the nature of the reissue, more information may be requested.
(c) order of court.	<u>PD F 5387</u> - to be signed by person whose name has changed.	Depending on the nature of the reissue, more information may be requested.

**This transaction may result in a taxable event.*

(Applies only to I Bonds)

Table of Authorized Reissue Transactions - Section B

**Bond Registered in Coownership Form
Continued**

Reason for Reissue	Form Required	Other Documents Required
4. One deceased coowner; the survivor desires a reissue in his or her name alone or with another person as coowner or beneficiary:	<u>PDF 5387</u> – to be signed by survivor.	None.
5. Both coowners deceased.	Persons settling an estate should complete and sign <u>PD F 5394</u> according to the instructions on the form.	None.

**This transaction may result in a taxable event.*

(Applies only to I Bonds)

Table of Authorized Reissue Transactions - Section C

Bond Registered in Beneficiary Form
Example: John R Doe
POD (Payable on Death)
Bill Doe

Reason for Reissue	Form Required	Other Documents Required
1. Owner desires to:		
(a) change beneficiary to coowner.	<u>PD F 5387</u> - to be signed owner.	None.
(b) eliminate living beneficiary or substitute the name of another person as beneficiary or coowner during the current beneficiary's lifetime.	<u>PD F 5387</u> - to be signed by owner. Beneficiary's consent is unnecessary.	None.
(c) eliminate a deceased beneficiary with bond to be reissued in owner's name alone or with a new coowner or beneficiary.	<u>PD F 5387*</u> - to be signed owner.	None.
(d) name trustee of personal trust estate.	<u>PD F 1851*</u> - to be signed by owner.	None for PD F 1851 bearing a 3/86 or later revision date. For PD F 1851 issued prior to 3/86, additional information may be required to determine whether the reissue is a taxable event.
(e) correct an error in registration.	<u>PD F 5387</u> - to be signed by the purchaser or person claiming the error. If the error was made by the agent, provide form <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the reissue, more information may be requested.
2. Name but not ownership is changed due to:		
(a) marriage (ordinarily reissue for such a change is unnecessary).	<u>PD F 5387</u> - person whose name has changed to sign both present and former names in the space designated for that purpose.	None.
(b) divorce or annulment.	<u>PD F 5387</u> - to be signed by the person whose name has changed.	Depending on the nature of the reissue, more information may be requested.
(c) order of court.	<u>PD F 5387</u> - to be signed by person whose name has changed.	Depending on the nature of the reissue, more information may be requested.
3. At owner's death, beneficiary desires a reissue, in his or her name, alone or with a coowner or beneficiary.	<u>PD F 5387</u> - to be signed by the beneficiary.	None.
4. Owner and beneficiary deceased.	Person settling an estate should complete and sign <u>PD F 5394</u> according to the instructions on the form.	None.

**This transaction may result in a taxable event.*

PAYING BONDS

(Applies only to I Bonds)

Redemption Cases Requiring Evidence

**You are not authorized to redeem bonds in these cases.
Bonds and supporting evidence should be forwarded to your servicing FRB.**

Bond Registration and Circumstances	Content of “Request for Payment” Section	Evidence Normally Required	TIN Required
Single owner or coowner or beneficiary form; all persons deceased.	No signature is required.	Person(s) settling estate should request payment on form <u>PD F 5394</u> according to instructions on the form.	SSN(s) of person(s) receiving bond proceeds.
John Doe, a minor (or incompetent) under legal guardianship; payment requested by guardian (guardian not named on bond).	No signature is required.	The guardian should complete and sign form <u>PD F 5385</u> .	SSN of the minor or incompetent.
John Doe, a minor under legal guardianship; payment requested by owner who has reached majority (adulthood).	Former minor should sign own name; omit words referring to guardianship.	One of the following – (1) certified copy of birth certificate, (2) court order showing discharge of guardianship, (3) copy of a valid driver’s license, (4) agent can determine age from issue date of bond.	Owner’s SSN.
John Doe, an incompetent under legal guardianship of Henry Doe; payment requested by former ward whose disability is removed.	John Doe should sign name as it appears on bond; omit words referring to disability.	Certified copy of court order showing termination of guardianship by reason of restoration to competency.	Owner’s SSN.
John Doe, a minor (or incompetent) under custodianship of Henry Doe by designation of Veterans Administration; payment requested by former minor or incompetent whose disability has been removed.	Former ward should sign name as it appears on bond; omit words referring to custodianship.	Former minor needs either a letter from VA or a certified copy of birth certificate; former incompetent needs a letter from a Veterans Services Officer of VA stating that disability has been removed.	Owner’s SSN.
Name of the individual changed by court order, divorce, or naturalization.	Miss Mary Roe, changed by (show reason for change) from Mrs. Mary Doe.	Form <u>PD F 5387</u> signed and certified with statement above signature line completed or certified copy of court order, divorce decree, or naturalization papers.	Owner’s SSN.



For completed samples of forms, see Appendix C.

Trusts

As a financial institution, you will receive requests from customers to purchase, redeem, reissue, and exchange paper savings bonds involving trust registrations. This chapter provides you with information needed to handle many routine requests you may encounter.

A trust is a right of property, real or personal, held by one party for the benefit of another. It is a written, legal document that creates an entity to which an individual can transfer ownership of his/her assets. The person who creates the trust is called the **grantor**. The **trustee** is the person who will manage the assets of the trust. A **successor trustee** is the person who will manage the assets of the trust if the initial trustee becomes unable to manage the trust due to death, illness, or resignation. A person who receives the benefit of the trust's assets is called the **beneficiary**.

The type or nature of the trust is the manner in which the trust is made. If the grantor(s) of the trust is also the trustee(s) of the trust, the nature of trust would be "under declaration of trust." This would be abbreviated "U/D/T." If the trustee(s) and the grantor(s) are different people, then the nature of the trust is "under agreement" and the abbreviation "U/A" is used.

Purchasing Savings Bonds in a Trust Registration

When a customer wants to purchase savings bonds in a trust registration, he/she will need to complete a special fiduciary purchase application. Form PDF 5263-1 *Order for Series EE U.S. Savings Bonds To Be Registered In Name of Fiduciary* should be used to purchase Series EE bonds in a trust registration. Form PD F 5374-1 *Series I Order for U.S. Savings Bonds To Be Registered In Name of Fiduciary* should be used to purchase Series I bonds in a trust registration.

There are four important elements required in a trust registration:

- The name(s) of the trustee(s)
- The name(s) of the grantor(s)
- The nature of the trust
- The date the trust was established (month, day, and year)

If the Internal Revenue Service has provided a tax identification number for the trust, use that number on the purchase application. If this number is not available, use the grantor's Social Security Number.

As with single owner registrations, the annual purchase limit per trust registration is \$30,000 face value for paper Series EE bonds, and \$30,000 face value for paper Series I bonds. This amount is in addition to any purchases registered in an individual investor's name.

If:	Then:
The grantor of the trust is also the trustee of the trust:	<p>The registration would read: "John Doe trustee under declaration of trust dated 1/31/03."</p> <p>This would be abbreviated as: "John Doe Tr U/D/T dtd 1/31/03."</p>
The grantor of the trust is not the trustee of the trust:	<p>The registration would read: "Mary Smith trustee under agreement with John Doe dated 1/31/03."</p> <p>This would be abbreviated as: "Mary Smith Tr U/A John Doe dtd 1/31/03."</p>
The trust is a family trust:	<p>The registration would read: "Mary Smith trustee of the Smith Family Trust dated 1/31/03."</p> <p>This would be abbreviated as: "Mary Smith Tr of the Smith Fam Tr dtd 1/31/03."</p>
The trust is a testamentary trust which was created in the will of a deceased grantor:	<p>The registration would read: "Mary Smith trustee under the will of John Doe, deceased."</p> <p>This would be abbreviated as: "Mary Smith Tr U/W John Doe dec'd."</p>

Note: The servicing FRB will use the abbreviated form whenever possible. For additional trust registrations, see Appendix A.

Redeeming Savings Bonds in a Trust Registration

As a paying agent of United States Savings Bonds, a customer may want to redeem savings bonds registered in a trust inscription. Report the interest under the Social Security Number or Employer/Estate Identification Number of the trust. Your financial institution may pay these bonds **if**:

- The person(s) requesting payment is the trustee(s) named on the bond(s).
- The trustee(s) named on the bond(s) signs the request for payment on the back of the bond(s) as trustee(s) in your presence.
- The amount being redeemed does not exceed your bank's limits for a non-customer. (Please refer to Appendix D, PD P 0022 The Guide for Cashing Savings Bonds.)
- The bonds are at least twelve months old.

If:	Then:
The bonds are registered in a trust registration and the person(s) requesting payment is the trustee(s) named in the registration on the bond(s):	<p>Have the trustee(s) sign the back of each bond and pay the trustee(s) in his/her fiduciary capacity.</p> <p>Report the taxable income under the trust.</p>

All other requests should be forwarded to your servicing FRB for redemption.

The chart below describes some common types of transactions you could encounter. Where the pertinent pages of the trust are required, provide the pages of the trust containing:

- the name and date of the trust,
- the name(s) of the initial trustee(s) and the name(s) of any successor trustee(s),
- the notarized signature(s) of the grantor(s),
- a statement indicating whether the trustee may act independently, and
- any page(s) or amendment(s) to the trust which would change the trustee(s) or successor trustee(s).

If:	Then:
The initial trustee dies:	<ul style="list-style-type: none"> ➤ Provide the pertinent pages of the trust. ➤ Provide a certified copy of the trustee's death certificate. ➤ Have the successor trustee(s) sign the back of the bond(s). ➤ Certify the successor's signature using your financial institution's official stamp or seal, a signature guarantee stamp, or an issuing/paying agent validation stamp. ➤ Provide TIN for the trust. ➤ Provide instructions for payment.
The initial trustee resigns:	<ul style="list-style-type: none"> ➤ Provide the pertinent pages of the trust. ➤ Provide a letter of resignation, if indicated in the trust. ➤ Have the successor trustee sign the back of the bond(s). ➤ Certify the successor's signature using your financial institution's official stamp or seal, a signature guarantee stamp, or an issuing/paying agent validation stamp. ➤ Provide TIN for the trust. ➤ Provide instructions for payment.
The grantor dies but the trustee(s) has not changed:	<ul style="list-style-type: none"> ➤ Pay these bonds if the trustee(s) named in the registration of the bonds is requesting payment. Important: The trust governs these bonds. Any request by an executor or administrator will not be honored.

Any question regarding whether to pay bonds in a trust registration or send for collection should be directed to your servicing FRB.

Reissuing Savings Bonds into a Trust Registration

Series E, EE, I, H, and HH Savings Bonds may be reissued into a trust registration using form PD F 1851, *Request to Reissue United States Savings Bonds to a Personal Trust*. This form allows living bond owners to re-register their bonds into a living trust.

The inscription on the application should contain:

- The name of the trustee(s),
- The name of the grantor,
- The nature of the trust, and
- The date the trust was created (month, date, and year).

If:	Then:
The bonds are in single owner registration:	<ul style="list-style-type: none"> ➤ Have the PD F 1851 signed by the owner of the bonds. ➤ Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH are involved. ➤ Have the trustee complete IRS Form W-9, if Series H/HH bonds are involved and an EIN is assigned to the trust.
The bonds are registered as single owner with a beneficiary:	<ul style="list-style-type: none"> ➤ Have the PD F 1851 signed by the owner of the bonds. ➤ Have the beneficiary sign the PD F 1851, if Series E or H bonds are involved. If the beneficiary is deceased, provide a certified copy of the beneficiary's death certificate. ➤ Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH bonds are involved. ➤ Have the trustee complete IRS Form W-9, if Series H/HH bonds are involved and an EIN is assigned to the trust.
The bonds are in co-owner registration:	<ul style="list-style-type: none"> ➤ Have the PD F 1851 signed by both co-owners named on the bonds. If one co-owner is deceased, provide a certified copy of the deceased co-owner's death certificate. ➤ Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH bonds are involved. ➤ Have the trustee complete IRS Form W-9, if Series H/HH bonds are involved and an EIN is assigned to the trust.

Other Reissues Involving Trust Registrations

Once bonds are issued in a trust registration, circumstances may change which require the bonds be reissued to a new registration. Customers may request to reissue bonds to change the trust registration for the following reasons:

- Change of trustee – The trustee may change due to death, resignation, or removal.
- Termination of trust – The trust may terminate after a specific period of time, upon a specific event, or at the death of the grantor.
- Revocation of trust – The grantor of the trust may decide to revoke or nullify the trust in its entirety.
- Distribution of estate - The grantor dies and the bonds are to be reissued to specific individuals.
- Distribution of trust – The grantor is living, the trust is not revoked or terminated, and the grantor wishes to reissue bonds out of the trust registration.

Form PD F 1455, *Request By Fiduciary For Reissue Of United States Savings Bonds/Notes*, is required to reissue bonds that are in a trust registration. The reason for reissue must be stated on the PD F 1455 where indicated. Depending on the circumstances, additional forms or evidence may be required.

If:	Then:
The trustee changes due to death, resignation, or removal:	<ul style="list-style-type: none"> ➤ Have the successor trustee(s) complete and sign PD F 1455. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Provide a certified copy of the death certificate or letter of resignation or removal, as appropriate. ➤ Provide the pertinent pages of the trust. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH bonds are involved.
The trust is terminated because the grantor has terminated the trust, or the trust expires:	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 to reissue the bonds to the person entitled. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Have the person entitled complete and sign form PD F 4000, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.
The grantor revokes the trust:	<ul style="list-style-type: none"> ➤ Have the grantor complete and sign form PD F 1455 indicating the person entitled. Certify the signature on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Provide the pertinent pages of the trust. ➤ Have the person entitled complete and sign form PD F 4000, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.
The grantor dies and the trustee(s) named on the bonds is distributing the bonds to the person entitled:	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 to reissue the bonds to the person entitled. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Have the person entitled complete and sign form PD F 4000, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.

If:	Then:
The grantor is living, the trust has not terminated, and the bonds are being distributed:	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 to reissue the bonds to the person entitled. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Have the person entitled complete and sign form PD F 4000, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved. ➤ Send to the Bureau of Public Debt. This type of transaction is not within your servicing FRB's authority to process.

Reinvesting Series H/HH Bonds in a Trust Registration

Important Note: In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

Many investors have Series H/HH bonds that have reached final maturity. At final maturity, they are given an opportunity to reinvest the proceeds of the matured bonds to purchase Series HH bonds. Any deferred interest on the H/HH bonds submitted for reinvestment will be reported as taxable income. See Chapter 4 for additional information.

If:	Then:
There is no change in the existing trust registration:	<ul style="list-style-type: none"> ➤ Have the trustee complete and sign the computerized reinvestment form provided by the Bureau of Public Debt.
The bond(s) are not already in a trust registration:	<ul style="list-style-type: none"> ➤ Have the bond owner complete and sign form PD F 1993 and PD F 1851. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee(s) complete form PD F 5396 and IRS W-9. <p>OR</p> <ul style="list-style-type: none"> ➤ Have the bond owner(s) complete and sign form PD F 1851. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Provide a certified copy of the death certificate for any deceased co-owner. For Series H bonds, a certified copy of the death certificate is required for the beneficiary as well. ➤ Have the trustee(s) complete and sign form PD F 1993.

Exchanging Series E/EE Bonds In a Trust Registration

Important Note: In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

An exchange is a transaction in which eligible Series E/EE bonds are redeemed and the proceeds are used to issue Series HH bonds. The benefit of this type of transaction is that it allows the investor to purchase a different series of savings bonds without having to report the interest earned on the Series E/EE bonds submitted for exchange. The customer may choose to defer reporting the interest earned on the Series E/EE bonds until the Series HH bonds reach final maturity or are redeemed. See Chapter 4 for more information on exchange transactions.

To exchange Series E/EE bonds already in a trust registration, see the chart below.

If:	Then:
The bonds are in a trust registration, and the trustee(s) named on the bonds is requesting an exchange:	<ul style="list-style-type: none"> ➤ Have the trustee(s) sign each bond and the PD F 3253 Exchange Application. ➤ Price the bonds and complete form PD F 3253. ➤ Redeem the bonds and send a check payable to the Federal Reserve Bank for the total amount of HH bonds purchased, or you may instruct your servicing FRB to charge your reserve account. Submit the transaction to your servicing FRB. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Have the trustee(s) sign each bond and complete and sign the PD F 3253 Exchange Application. ➤ Certify the signature(s) on the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Forward the bonds and form to your servicing FRB.
The trustee(s) dies, resigns, or is removed and the successor trustee(s) is requesting exchange:	<ul style="list-style-type: none"> ➤ Have the successor trustee(s) sign each bond and the PD F 3253 Exchange Application. ➤ Certify the signature(s) on the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the successor trustee complete and sign form PD F 1455 stating the reason for reissue. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Provide a certified copy of the death certificate, or a letter of resignation or removal as appropriate. ➤ Provide the pertinent pages of the trust. ➤ Forward the bonds and forms to your servicing FRB.

If:	Then:
The grantor(s) revokes the trust in its entirety:	<ul style="list-style-type: none"> ➤ Have the grantor(s) complete and sign PD F 1455 naming the person entitled to the bonds. The reason for reissue should be stated on the PD F 1455. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Provide the pertinent pages of the trust. ➤ Have the person entitled sign each bond and the PD F 3253 Exchange Application. ➤ Certify the signature on the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Forward the bonds and forms to your servicing FRB.
The trust is terminated:	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 naming the person entitled to the bonds. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign form PD F 3253. ➤ Have the person entitled to the bonds sign the back of all of the bonds. ➤ Certify the signature on the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Forward the bonds and forms to your servicing FRB.
The grantor dies and the trustee named on the bonds is distributing the estate to the person entitled:	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 naming the person entitled to the bonds. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue as "distribution of estate". ➤ Have the person entitled to the bonds complete and sign form PD F 3253. ➤ Have the person entitled to the bonds sign the back of all of the bonds. Certify the signature on the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Forward the bonds and forms to your servicing FRB.
The grantor is living, the trust has not been terminated, and the trustee is requesting distribution of the bonds:	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 naming the person entitled to the bonds. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled to the bonds complete and sign form PD F 3253. ➤ Have the person entitled to the bonds sign the back of all of the bonds. Certify the signature on the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Provide the pertinent pages of the trust. ➤ Send to the Bureau of Public Debt. This type of transaction is not within your servicing FRB's authority to process.

Exchanging Series E/EE Bonds Into a Trust Registration

If your customer desires to exchange Series E/EE bonds into a trust registration, see the chart below. In the following examples, do not redeem the bonds, but figure the redemption values for the exchange application and submit the entire transaction to your servicing FRB.

If:	Then:
The bond(s) are not in a trust registration and the bond owner desires to exchange the bonds into a trust registration:	<ul style="list-style-type: none"> ➤ Have the principal owner of the bonds complete and sign PD F 3253 and sign the back of all of the bonds. The signature on the back of the bonds should be certified by an official of your institution using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the principal owner complete and sign form PD F 1851. Certify the signature on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete IRS form W-9 and PD F 5396, if the trustee is not the grantor. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Have the bond owner(s) complete and sign form PD F 1851. Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee(s) complete and sign PD F 3253 and sign the back of all of the bonds. Certify the signature(s) on the back of the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete IRS Form W-9, if an EIN is used.
The bond owner is deceased and the bonds are to be registered in a trust created under the will:	<ul style="list-style-type: none"> ➤ Have the legal representative(s) of the estate complete and sign form PD F 1455. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Provide a certified copy of the Letters of Administration. ➤ Provide a certified copy of the death certificate for all persons registered on the bonds. ➤ Have the trustee(s) complete and sign form PD F 3253. ➤ Have the trustee(s) sign the back of the bonds. Certify the signature(s) on the back of the bonds using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete IRS Form W-9, if an EIN is used.

Examples of Trust Registrations

It is preferred that the employer identification number (EIN) for the trust be used in the registration of the bond. If there is no EIN, the social security number (SSN) of the grantor of the trust or the decedent may be used.

*It is not necessary for the trust instrument to be submitted to support the **original** issuance of Series EE or I bonds.* It is important that bonds have a registration that conforms with regulations. However, the responsibility for the accuracy of the information provided rests with the purchaser.

Trustees under Agreements of Trust, Declarations of Trust, Deeds of Trust, or Trust Indentures

Complete	Abbreviated
12-3456789 Paul E White trustee under declaration of trust dated 2-1-80	12-3456789 Paul E White Tr U/D/T dtd 2-1-80
12-3456789 Paul E White trustee under declaration of trust dated 2-1-80 for the benefit of Mary Smith	12-3456789 Paul E White Tr U/D/T dtd 2-1-80 FBO Mary Smith
12-3456789 Paul E White and Mary White co-trustees under declaration of trust dated 2-1-80	12-3456789 Paul E White & Mary White Co-Tr U/D/T dtd 2-1-80
12-3456789 Paul E White and Mary White co-trustees under declaration of trust dated 2-1-80 for the benefit of Sally White	12-3456789 Paul E White & Mary White Co-Tr U/D/T dtd 2-1-80 FBO Sally White
12-3456789 Paul E White trustee under agreement with Paul E White and Mary White dated 2-1-80	12-3456789 Paul E White Tr U/A Paul E White White & Mary White dtd 2-1-80
12-3456789 Beloit National Bank trustee under agreement with Paul E White dated 2-1-80 (Trust No. 1)	12-3456789 Beloit Natl Bk Tr U/A Paul E White dtd 2-1-80 (Tr No. 1)
12-3456789 First National Bank and Sally White Successor co-trustees under agreement with Paul E White dated 2-1-80 as amended 3-1-81 for the benefit of Mary White	12-3456789 First Natl Bk & Sally White Suc Co-tr U/A Paul E White dtd 2-1-80 as amd 3-1-81 FBO Mary White
12-3456789 Paul E White and Mary White co-trustees of the White Family Trust dated March 10, 1988	12-3456789 Paul E White and Mary White Co-Tr of the White Fam Tr dtd 3-10-88

Complete	Abbreviated
12-3456789 Tenth National Bank Trustee under agreement with Paul E White dated 2-1-80	12-3456789 Tenth Natl Bk Tr U/A Paul E White dtd 2-1-80
12-3456789 Tenth National Bank Trustee under agreement with Paul E White dated 2-1-80 as amended 3-2-81	12-3456789 Tenth Natl Bk Tr U/A Paul E White dtd 2-1-80 as amd 3-2-81
12-3456789 Carl A Black and Henry B Green co-trustees under agreement with Paul E White dated 2-1-80	12-3456789 Carl A Black and Henry B Green Co-Tr U/A Paul E White dtd 2-1-80
12-3456789 Carl A Black and Henry B Green co-trustees under agreement with Paul E White dated 2-1-80 for the benefit of Mary White and Beth White	12-3456789 Carl A Black and Henry B Green Co-Tr U/A Paul E White dtd 2-1-80 FBO Mary White & Beth White
12-3456789 Paul E White trustee under agreement with Mary White dated 2-1-80	12-3456789 Paul E. White Tr U/A Mary White dtd 2-1-80

Trustees under Will of Decedent (Testamentary Trust)

Complete	Abbreviated
12-3456789 Thomas White trustee under the will of Robert Smith deceased	12-3456789 Thomas White Tr U/W Robert Smith decd
12-3456789 Thomas White and Tenth National Bank co-trustees under the will of Robert Smith deceased	12-3456789 Thomas White & Tenth Natl Bk Co-Tr U/W Robert Smith decd
12-3456789 Thomas White trustee under the will of Robert Smith deceased (Residual Trust)	12-3456789 Thomas White Tr U/W Robert Smith decd (Res Tr)
12-3456789 Thomas White trustee under the will of Robert Smith deceased for the benefit of Mary Smith	12-3456789 Thomas Smith Tr U/W Robert Smith decd FBO Mary Smith
12-3456789 Paul E White, Mary White, Sally Smith, Bob Jones, Tom Black, and Beth Jones Trustees under the will of George White, deceased	12-3456789 Option 1: Paul E White, Mary White, et.al., Tr U/W George White decd Option 2: Trustees U/W George White decd



For information regarding other trust registrations, see Department of the Treasury Circular, Public Debt Series No. 3-80, Sec. 353.7, paragraph (b), Department of the Treasury Circular, Public Debt Series No. 2-98, Sec. 360.7, paragraph (b), or contact your servicing FRB.

Appendix B

Interest Accrual Dates for Series E/EE and I Bonds

Use the table and charts to determine when a bond increases in value. Any bond that has reached final maturity, 30 or 40 years after the issue date, has stopped earning interest.

Series	Issue Dates	Final Maturity	Chart
E	5/41 - 4/52	40 years	Chart D
E	5/52 - 1/57	40 years	Chart A
E	2/57 - 5/59	40 years	Chart B
E	6/59 - 11/65	40 years	Chart C
E	12/65 - 5/69	30 years	Chart D
E	6/69 - 11/73	30 years	Chart E
E	12/73 - 6/80	30 years	Chart D
EE	1/80 - 2/93	30 years	Chart D
EE	3/93 - 4/95	30 years	Chart D*
EE	5/95 - 4/97	30 years	Chart D
EE	5/97 - Present	30 years	**
I	9/98 - Present	30 years	**

* EE bonds with these issue dates will increase monthly for first five years and semiannually after that, unless monthly increases are needed to ensure the bonds earn 4 percent.

**EE bonds with these issue dates increase in value monthly. I Bonds with these issue dates usually increase in value monthly. If cashed before five years old, these EE and I Bonds are subject to a three-month interest penalty.

Chart A	
Months of Issue	Months of Increases
January	March and September
February	April and October
March	May and November
April	June and December
May	July and January
June	August and February
July	September and March
August	October and April
September	November and May
October	December and June
November	January and July
December	February and August

Chart B	
Months of Issue	Months of Increases
January	June and December
February	July and January
March	August and February
April	September and March
May	October and April
June	November and May
July	December and June
August	January and July
September	February and August
October	March and September
November	April and October
December	May and November

Chart C

Months of Issue	Months of Increases
January	April and October
February	May and November
March	June and December
April	July and January
May	August and February
June	September and March
July	October and April
August	November and May
September	December and June
October	January and July
November	February and August
December	March and September

Chart D

Months of Issue	Months of Increases
January	January and July
February	February and August
March	March and September
April	April and October
May	May and November
June	June and December
July	July and January
August	August and February
September	September and March
October	October and April
November	November and May
December	December and June

Chart E

Months of Issue	Months of Increases
January	May and November
February	June and December
March	July and January
April	August and February
May	September and March
June	October and April
July	November and May
August	December and June
September	January and July
October	February and August
November	March and September
December	April and October

Appendix C

Forms Pertinent to U.S. Savings Bonds/Notes

Forms are available from your servicing Federal Reserve Bank or may be downloaded from www.treasurydirect.gov. Since many forms require certification of signatures be made in your presence, you may wish to maintain a small supply of forms for immediate availability. Excerpts of completed forms are included in this appendix.

FA 400 (page C-3)

Request for Reissue or Refund of Purchase Price Due to Error in Issue or in Registration of United States Savings Bonds

PD F 385-1 (page C-7)

Certificate of Identity of Owner of Savings and Retirement Securities

PD F 1048 (page C-8)

Application for Relief on Account of Loss, Theft, or Destruction of United States Savings and Retirement Securities

PD F 1455 (page C-11)

Request by Fiduciary for Reissue of United States Savings Bonds/Notes

➤ For instruction guideline, see page C-47

PD F 1522 (page C-13)

Special Form of Request for Payment of United States Savings and Retirement Securities Where Use of a Detached Request Is Authorized (Limited use form - must be obtained from FRB on a case basis)

PD F 1849 (page C-15)

Disclaimer and Consent With Respect to United States Savings Bonds/Notes

PD F 1851 (page C-16)

Request for Reissue of United States Savings Bonds/Notes in Name of Trustee of Personal Trust Estate

➤ For instruction guideline, see page C-50

PD F 1938 (page C-19)

Request for Reissue of United States Savings Bonds/Notes During the Lives of Both Coowners

➤ For instruction guideline, see page C-52

PD F 1980 (page C-21)

Description of United States Savings Bonds Series H/HH (Use to give notice of change of address or identify accounts)

PD F 1993 (page C-23)

Reinvestment Application (Series H)

PD F 2216 (page C-25)

Application by Preferred Creditor for Disposition Without Administration Where Deceased Owner's Estate Includes United States Registered Securities and/or Related Checks in an Amount Not Exceeding \$500

PD F 2458 (page C-26)

Certificate of Entitlement - United States Savings and Retirement Securities and Checks After Administration of Decedent's Estate

PD F 2488-1 (page C-27)

Certificate by Legal Representative(s) of Decedent's Estate, During Administration, of Authority to Act and of Distribution Where Estate Holds No More Than \$1,000 (Face Amount) United States Savings and Retirement Securities, Excluding Checks Representing Interest

PD F 2513 (page C-29)

Application by Voluntary Guardian of Incapacitated Owner of United States Savings Bonds/Notes

PD F 2966 (page C-32)

Special Bond of Indemnity to the United States of America (Chain letters only)

PD F 3062 (page C-33)

Claim for Relief on Account of Loss, Theft, or Destruction of United States Savings Bonds After Valid Issue But Prior to Receipt by Owner, Coowner, or Beneficiary

PD F 3253 (page C-35)

Exchange Application for U. S. Savings Bonds of Series HH

PD F 4000 (page C-38)

Request By Owner for Reissue of United States Savings Bonds/Notes to Add Beneficiary or Coowner, Eliminate Beneficiary or Decedent, Show Change of Name, and/or Correct Error in Registration
➤ For instruction guideline, see page C-56

PD F 4881 (page C-40)

Application for Payment of United States Savings Bonds/Notes and/or Related Checks in an Amount Not Exceeding \$1,000 by the Survivor of a Deceased Owner Whose Estate Is Not Being Administered

PD F 5257 (page C-41)

Change of Address Notification for HH/H Accounts

PD F 5263 (page C-42)

Order for Series EE U.S. Savings Bonds

PD F 5263-1 (page C-43)

Order for Series EE U.S. Savings Bonds to be Registered in Name of Fiduciary

PD F 5336 (page C-44)

Application for Disposition of United States Savings Bonds/Notes and/or Related Checks Owned by Decedent Whose Estate Is Being Settled Without Administration
➤ For instruction guideline see page C-59

Click here to go to the Public Debt Forms page where you can download electronic forms directly from Public Debt's web site.

PD F 5374 (page C-61)

Series I Order for U.S. Savings Bonds

PD F 5374-1 (page C-62)

Series I Order for U.S. Savings Bonds to be Registered in Name of Fiduciary

PD F 5385 (page C-63)

Certificate of Appointment and Request for Payment of Series I Savings Bonds to the Representative of the Estate of an Incompetent or Minor.

➤ *For instruction guideline, see page C-76*

PD F 5386 (page C-65)

Request for Reissue of Series I Savings Bonds by the Representative of the Estate of an Incompetent or Minor

➤ *For instruction guideline, see page C-77*

PD F 5387 (page C-67)

Request for Reissue of Series I United States Savings Bonds

➤ *For instruction guideline, see page C-78*

PD F 5394 (page C-70)

Application for Disposition of Series I Savings Bonds After the Death of the Registered Owner(s)

➤ *For instruction guideline, see page C-81*

PD F 5396 (page C-75)

Direct Deposit Sign up Form

Sample 1 **FA 400** (Page 1 of 2)

FA 400
(rev. 1/98)

**REQUEST FOR REISSUE OR REFUND OF PURCHASE PRICE DUE TO
ERROR IN ISSUE OR IN REGISTRATION OF UNITED STATES SAVINGS BONDS**

Use separate form for each different registration and issue date error.

To: Federal Reserve Bank or Branch at MINNEAPOLIS

The undersigned presents and surrenders the following-described U.S. Savings Bonds in the total face amount of \$ 100 for:

☒ **refund** of the purchase price because the bond(s) was/were issued in error [complete Parts I, III, IV only]

or

☐ **reissue** to correct an error in the registration of the bond(s) [complete Parts I, II, IV only].

PART I

Series	Denomination (Face Amount)	Serial Number	Issue Date	Registration (Social Security Number, names, and addresses exactly as inscribed on bonds)
EE	100	C 719 579 102	6/02	123-45-6789 MARVIN MARTIN 123 1 ST AVE SOMETOWN MT 12345

The undersigned certifies that the following is a true and complete explanation of the error upon which this request is based:

OWNER NOT ENTITLED, DUE TO TERMINATION OF
EMPLOYMENT. FUNDS DEDUCTED FROM PAYROLL NOT
SUFFICIENT TO ISSUE BOND; BALANCE IN ACCOUNT
TO BE REFUNDED TO EMPLOYEE.

PART II

The undersigned requests **reissue** as follows:

-

Social Security Number

or

-

Taxpayer ID Number

Correct Issue Date:

-

Month

Year

Owner or First-Named Coowner - Name

Bonds to be Delivered "Mail To" - (If different from above owner/coowner)
Name:

Street Address for Delivery of Bond(s)

City

State

Zip Code

Coowner or Beneficiary Name: ☐ Coowner ☐ Beneficiary

Parts III & IV on Reverse Side

PART III				
Refund of Purchase Price is requested as follows:				
<input checked="" type="checkbox"/> Credit our Reserve/Correspondent Account <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">ABA Routing Number <u>444 444 444</u></div> <div style="width: 45%;">Branch Number</div> </div>				
<input type="checkbox"/> Remit Payment by Check Payable To Name of Institution _____ Street Address _____ City, State, Zip Code _____				
PART IV				
Complete & Sign Below for Either Reissue or Refund				
<p>If this request is granted, the undersigned hereby holds the United States and its agents harmless on account of any claim by any other parties having, or claiming to have, interests in the bond(s), indemnifies unconditionally the United States, and will repay upon demand by the Department of the Treasury or its agents all sums of money which the Department may be obliged to pay on account of the above-described bond(s), including any interest, administrative costs, and penalties, and any other liability or loss the Department may incur on account of these bond(s).</p>				
OFFICIAL SEAL OR STAMP		Date <u>6-20-02</u> Name of Institution <u>BANK USA</u> By <u>Jane Doe</u> <u>HEAD CASHIER</u> <small>Signature & Official Title or Designation</small> <u>123 MAIN ST</u> <small>Street Address</small> <u>SOMETOWN MT 12345</u> <small>City, State, Zip Code</small>		
FOR FEDERAL RESERVE BANK USE ONLY				
<input type="checkbox"/> 75 Refund (Bonds included)		Perfection/Receipt Date		
<input type="checkbox"/> 77 Payment Only (Overpayment, no bonds)		Payee Count		
Item Count		Payment Amount \$		
Total Face Amount \$		Payment Method <input type="checkbox"/> TREASURY DIRECT <input type="checkbox"/> Credit Reserve/Correspondent Account <input type="checkbox"/> Miscellaneous:		
Tran. ID Code	Case ID	First Pass	Second Pass	Resolution
Date Entered	Retired Bond Number(s)			Transfer Date
Comments:				

Sample 2 FA 400 (Page 1 of 2)

FA 400
(rev. 1/98)

**REQUEST FOR REISSUE OR REFUND OF PURCHASE PRICE DUE TO
ERROR IN ISSUE OR IN REGISTRATION OF UNITED STATES SAVINGS BONDS**

Use separate form for each different registration and issue date error.

To: Federal Reserve Bank or Branch at PITTSBURGH

The undersigned presents and surrenders the following-described U.S. Savings Bonds in the total face amount of \$ 200 for:

☐ **refund** of the purchase price because the bond(s) was/were issued in error [complete Parts I, III, IV only]

or

☒ **reissue** to correct an error in the registration of the bond(s) [complete Parts I, II, IV only].

PART I				
Series	Denomination (Face Amount)	Serial Number	Issue Date	Registration (Social Security Number, names, and addresses exactly as inscribed on bonds)
EE	200	R 245 320 184	4/02	123-45-6789 AMANDA ATKINS 123 1ST AVE SOMETOWN PA 12345

The undersigned certifies that the following is a true and complete explanation of the error upon which this request is based:

BOND OWNER'S NAME IS MISSPELLED.

PART II	
The undersigned requests reissue as follows:	Correct Issue Date:
<div> <div>123-45-6789</div> <div>or</div> <div></div> </div> <div> <div>Social Security Number</div> <div>Taxpayer ID Number</div> </div>	<div> <div>04-2002</div> <div>Month Year</div> </div>
Owner or First-Named Coowner - Name <u>AMANDA ATKINSON</u>	
Bonds to be Delivered "Mail To" - (If different from above owner/coowner) Name:	
Street Address for Delivery of Bond(s) <u>123 1ST AVE</u> City <u>SOMETOWN</u> State <u>PA</u> Zip Code <u>12345</u>	
Coowner or Beneficiary Name: <input type="checkbox"/> Coowner <input type="checkbox"/> Beneficiary	

Parts III & IV on Reverse Side

Sample 2 FA 400 (Page 2 of 2)

PART III				
Refund of Purchase Price is requested as follows:				
<input type="checkbox"/> Credit our Reserve/Correspondent Account <div style="display: flex; justify-content: space-between;"> ABA Routing Number Branch Number </div>				
<input type="checkbox"/> Remit Payment by Check Payable To <div style="display: flex; justify-content: space-between;"> Name of Institution </div>				
<div style="display: flex; justify-content: space-between;"> Street Address </div>				
<div style="display: flex; justify-content: space-between;"> City, State, Zip Code </div>				
PART IV				
Complete & Sign Below for Either Reissue or Refund				
<p>If this request is granted, the undersigned hereby holds the United States and its agents harmless on account of any claim by any other parties having, or claiming to have, interests in the bond(s), indemnifies unconditionally the United States, and will repay upon demand by the Department of the Treasury or its agents all sums of money which the Department may be obliged to pay on account of the above-described bond(s), including any interest, administrative costs, and penalties, and any other liability or loss the Department may incur on account of these bond(s).</p>				
OFFICIAL SEAL OR STAMP		<div style="display: flex; justify-content: space-between;"> <div> Date <div style="text-align: right;">4/23/02</div> </div> <div> Name of Institution <div style="text-align: right;">BANK USA</div> </div> </div>		
		<div style="display: flex; justify-content: space-between;"> <div> By Signature & Official Title or Designation <div style="text-align: right;">Jane Doe</div> </div> <div> <div style="text-align: right;">HEAD TELLER</div> </div> </div>		
		<div style="display: flex; justify-content: space-between;"> <div> Street Address <div style="text-align: right;">123 MAIN ST</div> </div> <div> City, State, Zip Code <div style="text-align: right;">SOMETOWN PA 12345</div> </div> </div>		
FOR FEDERAL RESERVE BANK USE ONLY				
<input type="checkbox"/> 75 Refund (Bonds included)		Perfection/Receipt Date		
<input type="checkbox"/> 77 Payment Only (Overpayment, no bonds)		Payee Count		
Item Count		Payment Amount		
Total Face Amount		Payment Method <input type="checkbox"/> TREASURY DIRECT <input type="checkbox"/> Credit Reserve/Correspondent Account		
\$		<input type="checkbox"/> Miscellaneous:		
Tran. ID Code	Case ID	First Pass	Second Pass	Resolution
Date Entered	Retired Bond Number(s)			Transfer Date
Comments:				

Sample PD F 385-1

For BPD or FRB use only: Customer Name	Customer No.
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PD F 0385-1 E
Department of the Treasury
Bureau of the Public Debt
(Revised August 2001)

CERTIFICATE OF IDENTITY OF OWNER
OF SAVINGS AND RETIREMENT SECURITIES

OMB No. 1535-0048

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime punishable by imprisonment of not more than five years or a fine up to \$250,000, or both, under 18 U.S.C. 287, 18 U.S.C. 1001, and 18 U.S.C. 3571. Additionally, 31 U.S.C. 3729 provides for civil penalties for the maker of a false or fraudulent claim to the United States of an amount not less than \$5,000 and not more than \$10,000, plus treble the amount of the Government's damages as an additional sanction.
PRINT IN INK OR TYPE ALL INFORMATION

I hereby certify that the name (1) PEANUT PARSONS and the
name (2) PETER P PARSONS
represent the same person, whose correct name is (3) PETER PAUL PARSONS.

Is there now or was there in (4) 1994 any other person known to you by the name
of (5) PEANUT PARSONS ? ☐ Yes ☒ No

I further certify that the difference in names as shown is accounted for in the following manner: _____

"PEANUT" IS A NICKNAME FOR PETER PAUL PARSONS, USED
BY FAMILY & FRIENDS.

The source of my knowledge as certified above is I HAVE KNOWN
PETER PAUL PARSONS FOR OVER 25 YEARS.

Daytime Telephone No. 222-222-2222 Signature *Heley K. Mann*
Address 123 2ND AVENUE SOMETOWN IL 12345
(Number and street or rural route) (City) (State) (ZIP Code)

Subscribed and certified to before me this 25 day of JUNE, 2002, at SOMETOWN
(City) (County) (Month) (Year) (State)

by the above-named person, whose identity is well-known or proved to me.

(OFFICIAL STAMP
OR SEAL)

Jane Doe HEAD CASHIER
(Signature and title of certifying officer)

My commission expires _____
(For notaries only) (Address)

INSTRUCTIONS

This form should be signed by a person who has **NO** interest in the securities and certified to in the presence of a notary public or similar officer, or in the presence of an officer authorized to certify requests for payment of United States savings and retirement securities. Authorized certifying officers are available at banking institutions in the United States. For complete lists of such officers, see Department Circulars, No. 530 and Public Debt Series Nos. 3-80 and 2-98. The certificate should be submitted with the securities and related documents, if any, to a Federal Reserve Bank or Branch or the Bureau of the Public Debt, Parkersburg, WV 26106-1328.

INSTRUCTIONS TO CERTIFYING OFFICER

The affiant or an authorized representative must appear before you and establish identification to your satisfaction. The signature to the certificate must be executed in your presence. Then you should fully complete and sign the certification form provided for your use. If you are an employee (rather than an officer) authorized to certify, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization. If you are a notary, impress your seal and insert the expiration date of your commission.

NOTICE UNDER PAPERWORK REDUCTION ACT

We estimate that it will take you about 30 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to the correct address shown in the instructions.**

For BPD or FRB use only: Customer Name	Customer No.
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PD F 1048
Department of the Treasury
Bureau of the Public Debt
(Revised June 2001)

**CLAIM FOR LOST, STOLEN OR DESTROYED
UNITED STATES SAVINGS BONDS**

OMB No. 1535-0013

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime punishable by imprisonment of not more than five years or a fine up to \$250,000, or both, under 18 U.S.C. §287, 18 U.S.C. §1001, and 18 U.S.C. §3571. Additionally, 31 U.S.C. §3729 provides for civil penalties for the maker of a false or fraudulent claim to the United States of an amount not less than \$5,000 and not more than \$10,000, plus treble the amount of the Government's damages as an additional sanction.

PRINT IN INK OR TYPE ALL INFORMATION

"Bonds" refers to savings bonds, savings notes, retirement plan bonds and individual retirement bonds.

Complete this form if you are named on the bonds (or are an authorized representative).

Mail the completed form to Bureau of the Public Debt, Office of Investor Services, Parkersburg, WV 26106-1328.

1. Describe the bonds in the spaces below. If you don't know the bond numbers, please provide as much information as possible.

ISSUE DATE (If you don't know the exact date, furnish a range of issue dates.)	FACE AMOUNT	BOND NUMBER	INSCRIPTION (Social security number, names, including middle names or initials, and addresses on the bonds)
3/02	200	R242698667 EE	123-45-6789 MELVIN M MILLER 123 1ST AVE SOMETOWN NM 12345 POD MICHAEL M MILLER

(If you need more space to describe your bonds, use a continuation sheet and attach it to the form.)

2. Were the bonds:

- Lost? Yes ☒ No ☐
- Stolen? Yes ☐ No ☒

Date of theft: _____

Was a police report filed? Yes ☐ No ☐ If yes, attach a copy of the report.

- Destroyed? Yes ☐ No ☒ Send any remaining pieces with this form.
- When was the loss discovered? 4/22/02
- Who had the bonds last, and why? MY WIFE, TO REMOVE IT FROM THE MAILBOX
- Who had access to the bonds? MARY M MILLER (MY WIFE)
- Where were the bonds last placed? INTO TRASH WITH JUNK-MAIL
- When were they last seen? 4/15/02
- Were any identification documents also lost or stolen? Yes ☐ No ☒
- Have you received reimbursement because of the loss? Yes ☐ No ☒

If YES, please list them. _____

Please explain, including details of any court proceedings pending or contemplated. _____

3. If you are not the registered owner, in what capacity are you acting? _____
3. If you have been appointed legal representative: (See Legal Representative under Specific Instructions.)

- What is your legal capacity? _____
- Are you court appointed? Yes ☐ No ☐

4. If a minor is named on the bonds: (See *Minors under Specific Instructions.*)

- What is the minor's
Age? 6 Social Security Number? 987-65-4321
- What is your relationship to the minor? FATHER
- Does the minor live with you? Yes ☐ No ☒
If NO, with whom? MELODIE M MILLER 123 2ND AVE, SOMETOWN NM, 12345 MOTHER
(Name & address) (Relationship to Minor)
- Who provides the minor's chief support? MELODIE M MILLER
- If either parent is unable to sign, answer the following:
Why are you unable to obtain the signature? _____
Did that parent have access to the bonds? _____
Could that parent have possession of the bonds? _____

5. Do you want substitute bonds or a check? Bonds ☒ Check ☐

Name in which check is to be drawn: _____

(If bonds are in coownership form, see *Item 5 under Specific Instructions.*)

6. Mail bonds or check to: Name MELVIN M MILLER
Address 123 1ST AVE SOMETOWN NM 12345
(Number and Street or Rural Route) (City) (State) (ZIP Code)

7. We severally petition the Secretary of the Treasury for relief as authorized by law, and if relief is granted, acknowledge that the original bonds become the property of the United States. Upon the granting of relief, we assign all our right, title and interest in the original bonds to the United States and bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally: (1) to surrender the original bonds to the Department of the Treasury if they are recovered; (2) to hold the United States harmless due to any claim by any other parties having, or claiming to have, interests in these bonds; and, (3) upon demand by the Department of the Treasury, to indemnify unconditionally the United States and to repay to the Department of the Treasury all sums of money which the Department may pay due to the redemption of these original bonds, including any interest, administrative costs and penalties and any other liability or losses incurred as a result of the redemption. We consent to the release of any information contained in this form or regarding the bonds described to any party having an ownership or entitlement interest in these bonds.

We certify under penalty of perjury and severally affirm and say that the bonds described on this form have been lost, stolen or destroyed and that the information given is true to the best of our knowledge and belief.

Sign the form in ink in the presence of an authorized certifying officer.

Name	<u>Melvin M Miller</u> (Signature)	<u>MELVIN M MILLER</u> (Print Name)
Home Address	<u>123 1ST AVE</u> (Number and Street or Rural Route)	<u>123-45-6789</u> (Social Security Number)
	<u>SOMETOWN NM 12345</u> (City) (State) (ZIP Code)	<u>777-777-7777</u> (Daytime Telephone Number)

Name	<u>Mary M Miller</u> (Signature)	<u>MARY M MILLER</u> (Print Name)
Home Address	<u>123 1ST AVE</u> (Number and Street or Rural Route)	<u>123-45-6789</u> (Social Security Number)
	<u>SOMETOWN NM 12345</u> (City) (State) (ZIP Code)	<u>777-777-7777</u> (Daytime Telephone Number)

Name	<u>Melodie M Miller MOTHER</u> (Signature) ON BEHALF OF MY SON, AGE 6	<u>MELODIE M MILLER</u> (Print Name)
Home Address	<u>123 2ND AVE</u> (Number and Street or Rural Route)	<u>999-99-9999</u> (Social Security Number)
	<u>SOMETOWN NM 12345</u> (City) (State) (ZIP Code)	<u>555-555-5555</u> (Daytime Telephone Number)

Sample PD F 1048 (Page 3 of 3)

Subscribed and { sworn to affirmed }	before me this	23	day of	APRIL	, 02
				(Month)	(Year)
at	SOMETOWN	, County of	SOME	, State of	NM
by said	MELVIN M MILLER				
	(Name of person who signed the application in officer's presence)				
whose identity is well-known or proved to me.					
(OFFICIAL STAMP OR SEAL)	Jane Doe HEAD CASHIER (Signature and title of certifying officer)				
	BANK USA 123 MAIN ST SOMETOWN NM (Address) 12345				
My commission expires _____ (For notaries only)					

Subscribed and { sworn to affirmed }	before me this	23	day of	APRIL	, 02
				(Month)	(Year)
at	SOMETOWN	, County of	SOME	, State of	NM
by said	MARY M MILLER				
	(Name of person who signed the application in officer's presence)				
whose identity is well-known or proved to me.					
(OFFICIAL STAMP OR SEAL)	Jane Doe HEAD TELLER (Signature and title of certifying officer)				
	BANK USA 123 MAIN ST SOMETOWN NM (Address) 12345				
My commission expires _____ (For notaries only)					

Subscribed and { sworn to affirmed }	before me this	23	day of	APRIL	, 02
				(Month)	(Year)
at	SOMETOWN	, County of	SOME	, State of	NM
by said	MELODIE M MILLER				
	(Name of person who signed the application in officer's presence)				
whose identity is well-known or proved to me.					
(OFFICIAL STAMP OR SEAL)	Jane Doe HEAD TELLER (Signature and title of certifying officer)				
	BANK USA 123 MAIN ST SOMETOWN NM 12345 (Address)				
My commission expires _____ (For notaries only)					

NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

The collection of the information you are requested to provide on this form is authorized by 31 U.S.C. Ch. 31 relating to the public debt of the United States. The furnishing of a social security number, if requested, is also required by Section 6109 of the Internal Revenue Code (26 U.S.C. 6109).

The purpose for requesting the information is to enable the Bureau of the Public Debt and its agents to issue securities, process transactions, make payments, identify owners and their accounts, and provide reports to the Internal Revenue Service. Furnishing the information is voluntary; however, without the information Public Debt may be unable to process transactions.

Information concerning securities holdings and transactions is considered confidential under Treasury regulations (31 CFR, Part 323) and the Privacy Act. This information may be disclosed to a law enforcement agency for investigation purposes; courts and counsel for litigation purposes; others entitled to distribution or payment; agents and contractors to administer the public debt; agencies or entities for debt collection or to obtain current addresses for payment; agencies through approved computer matches; Congressional offices in response to an inquiry by the individual to whom the record pertains; as otherwise authorized by law or regulation.

We estimate it will take you about 20 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. DO NOT SEND completed form to the above address; send to the correct address shown in the instructions.

Sample **PD F 1455** (Page 1 of 2)

For BPD or FRB use only: Customer Name _____	Customer No. _____
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PD F 1455 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised December 2001)

**REQUEST BY FIDUCIARY FOR REISSUE OF
UNITED STATES SAVINGS BONDS/NOTES**

OMB No. 1535-0012

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.

PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank

1. DESCRIPTION OF BONDS:
 The following-described United States Savings Bonds totaling \$ 2,500 (face amount), are submitted for reissue as indicated in Item 2:

ISSUE DATE	FACE AMOUNT	BOND NUMBER	INSCRIPTION (Social security number, names, including middle names or initials, and addresses on the bonds)
1/75	500	D 247 129 786	123-45-6789 RICHARD Z HALL ONE BITMAP WAY COLEMAN TX 76384
2/75	1000	M 349 940 626	
3/75	1000	M 350 622 028	

(If you need more space, use the continuation sheet on page 3.)

TAX LIABILITY - BEFORE USING THIS FORM, find out the Federal tax consequences of the reissue desired. Where the previously existing ownership is affected, a Federal income tax liability may accrue for increment (interest) on the securities not previously reported for Federal income tax purposes, or for the tax-deferred increment noted on Series HH and H bonds issued on tax-deferred exchanges. If you have any questions concerning the tax consequences, consult your District Director, Internal Revenue Service, or write to the Commissioner of Internal Revenue, Washington, DC 20224.

2. REQUESTED DISPOSITION:
 I/We hereby request that the above-described bonds, to the extent of \$ 2,500 (face amount), be reissued as follows:

TAXPAYER IDENTIFYING NUMBER: 987-65-4321 OR _____
(Social Security Number) (Employer Identification Number)

REGISTRATION: RACHAEL WIGGINS

BONDS TO BE DELIVERED "IN CARE OF": (DO NOT SHOW A NAME HERE UNLESS IT IS DIFFERENT THAN THAT SHOWN ABOVE.)

MAIL TO: JOHN SMITH
(Name)

ADDRESS WHERE BONDS ARE TO BE DELIVERED:
23 SUMMER PLACE
(Number and Street or Rural Route)
COLEMAN TX 76384
(City) (State) (ZIP Code)

NOTE: If the transaction involves Series HH/H bonds, the new owner must complete IRS Form W-9, unless he/she executes a request on PD F 4000. The applicable form must be submitted with this request.

For instruction guideline, see page C-47.

Sample PD F 1455 (Page 2 of 2)

3. REASON FOR REISSUE:

I/We certify that the person in whose name reissue is requested (in his/her own right or in a fiduciary capacity) is lawfully entitled thereto by reason of DISTRIBUTION OF ESTATE (See Item 3 in the instructions.) and has agreed to such reissue. I/We hereby bind myself/ourselves, my/our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs and penalties. I/We hereby consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds. I/We, the undersigned, certify under penalty of perjury that the information provided herein is true and correct to the best of my/our knowledge and belief.

4. SIGNATURES AND CERTIFICATION:

If the total face amount of the bonds exceeds \$100, you must wait until you are in the presence of a certifying officer to sign this form.

Sign here: John Smith
(Signature)
EXECUTOR UNDER WILL OF RICHARD ZHALL, DEC'D
(Title)
23 SUMMER PLACE
(Number and Street or Rural Route)
COLEMAN TX 76384
(City) (State) (ZIP Code)
210-987-2374
(Daytime Telephone Number) (E-Mail Address)

Sign here: _____
(Signature)

(Title)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

(Daytime Telephone Number) (E-Mail Address)

Certifying Officer – If the total face amount of the bonds exceeds \$100, the individuals must sign in your presence. You must complete the certification and affix your stamp or seal.

I CERTIFY that JOHN SMITH,
whose identity is well-known or proved to me, personally appeared
before me this 25 day of JUNE,
(Month)
2002, at COLEMAN TX,
(Year) (City) (State)
and signed this form.
(OFFICIAL STAMP OR SEAL) Jane Doe
(Signature of certifying officer)
AVP, BANK USA
(Title of certifying officer)
118 MAIN ST COLEMAN TX 76384
(Address)

I CERTIFY that _____,
whose identity is well-known or proved to me, personally appeared
before me this _____ day _____,
(Month)
(Year), at _____,
(City) (State)
and signed this form.
(OFFICIAL STAMP OR SEAL) _____
(Signature of certifying officer)

(Title of certifying officer)

(Address)

RESERVED FOR IDENTIFICATION NOTATIONS

☒ Customer Account Number and Date Established: 0987654321 3-15-96 ☐ Document(s) - Description: _____
☐ Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. You should place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification. Signatures to the request must be executed in your presence. You must complete and sign the certification form provided for your use for each signature you witness. If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

FOR FEDERAL RESERVE BANK USE ONLY

☐ This transaction was a reportable tax event.
\$ _____ was reported under _____ (Social Security Number) for _____ (Year).
☐ This transaction was not a reportable tax event. No interest was reported.

For BPD or FRB use only: Customer Name _____	Customer No. _____
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PD F 1522 E
Department of the Treasury
Bureau of the Public Debt
(Revised June 2002)

**SPECIAL FORM OF REQUEST FOR PAYMENT OF
UNITED STATES SAVINGS AND RETIREMENT
SECURITIES WHERE USE OF A DETACHED
REQUEST IS AUTHORIZED**

OMB No. 1535-0004

FOR FRB USE ONLY
 TRANSFER MONTH & YEAR ____/____
 FISCAL AGENT CODE _____

1. DESCRIPTION OF BONDS
 I am the owner or person entitled to payment of the securities described below, which bear the name(s) of
Denise Doe

ISSUE DATE	SERIAL NUMBER	ISSUE DATE	SERIAL NUMBER	ISSUE DATE	SERIAL NUMBER
2-84	C 430 601 301				
2-84	C 430 601 302				
6-84	R 89 210 112				
6-84	R 89 210 114				
10-88	X 12 013 512				

(If you need more space, use the continuation sheet on page 3.)

2. REQUEST FOR PAYMENT

I request that the described bonds be redeemed and payment be made in the form of { ☐ a check. ☒ Direct Deposit.

☐ To the extent of: _____
 (Complete this line only if partial redemption and reissue of the remainder is desired or if the signor is only entitled to a portion of the bonds listed. See Item 2 in the Instructions.)

333-44-5555
 (Social Security Number of Payee) OR (Employer Identification Number of Payee)

3. DELIVERY INSTRUCTIONS (Read Item 3 in the Instructions before completing this section and complete only Item 3A or 3 B.)

A. MAIL REDEMPTION CHECK TO:

 (Name)

 (Number and Street or Rural Route) (City) (State) (ZIP Code)

B. DIRECT DEPOSIT FUNDS AS AUTHORIZED BELOW:

Denise Doe
 (Name/Names on the Account)

987654321
 (Depositor's Account No.) Type of Account: ☒ Checking ☐ Savings

Bank Routing No. 2190 - 6322 - 0

BIGNAME DEPOSIT COMPANY
(Financial Institution's Name)
666.222.5255
(Phone No.)

4. SIGNATURE

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here: Denise Doe (Signature) Denise Doe (Print Name)

Home Address 700 MAIN STREET (Number and Street or Rural Route) _____ (E-Mail Address)

SOMETOWN (City) NJ (State) 08124 (ZIP Code) 666-123-4568 (Daytime Telephone Number)

Certifying Officer – The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that DENISE DOE, whose identity is well-known or proved to me, personally appeared before me this 10th day of July, 2002, at SOMETOWN (City) NJ (State), and signed this form.

John Dahlen (Signature of Certifying Officer)
VICE PRESIDENT (Title of Certifying Officer)
55 FIRST STREET (Number and Street or Rural Route)
SOMETOWN (City) NJ (State) 08124 (ZIP Code)

(OFFICIAL STAMP OR SEAL)

My commission expires _____ (For Notaries Only)

RESERVED FOR IDENTIFICATION NOTATIONS

☐ Customer Account Number and Date Established: _____ ☐ Document(s) - Description: _____

☐ Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

We estimate it will take you about 15 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to correct address shown in "WHERE TO SEND" in the instructions.**

Sample PD F 1849

<small>For FRB or BPD use only:</small> Customer Name PD F 1849 E Department of the Treasury Bureau of the Public Debt (Revised December 2001)	Customer No. <div style="text-align: center;">DISCLAIMER AND CONSENT WITH RESPECT TO UNITED STATES SAVINGS BONDS/NOTES</div> <div style="text-align: right;"><small>OMB No. 1535-0113</small></div>		
<small>IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.</small>			
<small>PRINT IN INK OR TYPE ALL INFORMATION</small>			
TO: <input checked="" type="checkbox"/> Federal Reserve Bank <u>RICHMOND</u> <input type="checkbox"/> Bureau of the Public Debt, Office of Investor Services, PO Box 1328, Parkersburg, WV 26106-1328			
1. I disclaim any and all right, title, and interest in and to the United States Savings Bonds/Notes listed below and to the payment, refund of purchase price, or reissue by _____ (Name) Address: _____ (Number and Street or Rural Route) (City) (State) (ZIP Code)			
2. Description of bonds:			
<small>ISSUE DATE</small>	<small>FACE AMOUNT</small>	<small>BOND NUMBER</small>	<small>INSCRIPTION (Social security number, names, including middle names or initials, and addresses on the bonds)</small>
<u>Dec 1990</u>	<u>1,000</u>	<u>M 432 621 944</u>	<u>123-45-6789</u> <u>LESTER L. LEWIS</u> <u>123 1ST ST.</u> <u>MAINTOWN, FL 32960</u> <u>OR KATHERINE K. KELLY</u>
<small>(If you need more space, use the continuation sheet on page 2.)</small>			
3. Reason(s) for disclaimer and consent: My disclaimer and consent are given for the following reason(s): <u>IT WAS INTENDED THAT THIS BOND BE REGISTERED IN THE</u> <u>NAME OF KATHERINE K. KALINE</u>			
4. Signature and certification:			
<small>You must wait until you are in the presence of a certifying officer to sign this form.</small>			
Sign Here <u>Katherine K. Kelly</u> <small>(Signature of Owner)</small>		<u>KATHERINE K. KELLY</u> <small>(Type or Print Name)</small>	
Address <u>321 2ND AVENUE</u> <small>(Number and Street or Rural Route)</small>		<u>SOMETOWN</u> <small>(City)</small>	<u>FL</u> <small>(State)</small>
<u>134-11-6789</u> <small>(Social Security Number)</small>		<u>941.333.4444</u> <small>(Daytime Telephone Number)</small>	<u>32861</u> <small>(ZIP Code)</small>
<small>32861</small> <small>(E-Mail Address)</small>			
<small>Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.</small>			
I CERTIFY that <u>Katherine K. Kelly</u> , whose identity is well-known or proved to me, personally appeared before me this <u>15th</u> day of <u>July</u> , <u>2002</u> , at <u>SOMETOWN</u> , <u>FL</u> , and signed this form. <small>(City) (State)</small>			
<small>(OFFICIAL STAMP OR SEAL)</small>		<u>ARP</u> <small>(Signature and title of certifying officer)</small>	
<u>ONE BANK</u> <small>(Street address)</small>		<u>55 Main Street</u> <small>(Street address)</small>	
My commission expires _____ <small>(For notaries only)</small>		<u>SOMETOWN</u> <small>(City)</small>	<u>FL</u> <small>(State)</small>
		<u>32862</u> <small>(ZIP Code)</small>	
IDENTIFICATION NOTATIONS			
<input type="checkbox"/> Customer Account Number and Date Established: _____		<input type="checkbox"/> Documents - Description: _____	
<input type="checkbox"/> Identified by (Signature and Address): _____			

For BPD or FRB use only: Case File Name _____	Case ID No. _____
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PD F 1851
Department of the Treasury
Bureau of the Public Debt
(Revised April 2000)

**REQUEST TO REISSUE UNITED STATES SAVINGS BONDS
TO A PERSONAL TRUST**

OMB No. 1535-0009

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime punishable by imprisonment of not more than five years or a fine up to \$250,000, or both, under 18 U.S.C. 287, 18 U.S.C. 1001, and 18 U.S.C. 3571. Additionally, 31 U.S.C. 3729 provides for civil penalties for the maker of a false or fraudulent claim to the United States of an amount not less than \$5,000 and not more than \$10,000, plus treble the amount of the Government's damages as an additional sanction.

PRINT IN INK OR TYPE ALL INFORMATION

**BEFORE COMPLETING THIS FORM
READ THE TAX LIABILITY NOTICE IN THE INSTRUCTIONS.**

1. I request reissue of the bonds described below, in the amount of \$ _____ (face amount).

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
2/97	1000	M 293 172 943 EE	987-65-4321 EARL WILSON 4357 HAMPTON LN DUNKIRK NY 14048 OR JUDY WILSON
2/97	1000	M 293 172 944 EE	

(If you need more space to describe your bonds, use a continuation sheet and attach it to the form.)

2. What is the:

- grantor's name? *
- trustee's name? *
- date the trust was created?
- taxpayer identification number assigned to the trust?
- name of the beneficiary of the trust? *
- * If more than one grantor, trustee or beneficiary, list all.

EARL WILSON & JUDY WILSON
EARL WILSON AND JUDY WILSON
MARCH 27, 2002
12-3456789
BILL WILSON & SISSY WILSON

For instructions guideline, see page C-50.

3. Tax Liability	
<p style="text-align: center;">You must check box a. or b. (See "Tax Liability Notice" in the Instructions.) <i>"Interest"</i> includes tax-deferred interest represented by tax legends on HH/H bonds as well as interest earned on EE/E or I bonds from the issue date until the date of reissue.</p>	
<p>For Federal income tax purposes:</p> <p>a. <input checked="" type="checkbox"/> I certify that I will be treated as owner of the portion of the trust represented by the tax-deferred accumulated interest on the bonds being reissued. <i>If this box is marked, the interest will be tax-deferred (interest will not be reported to the Internal Revenue Service as a result of the reissue).</i></p> <p>b. <input type="checkbox"/> I certify that I will not be treated as owner of the portion of the trust represented by the tax-deferred accumulated interest on the bonds being reissued. <i>If this box is marked, interest will be reported to the Internal Revenue Service for the taxable year in which the bonds were reissued to the trust. A 1099-INT will be generated for the social security number specified.</i></p>	
<p>If b. is checked and the bonds are in coownership form (e.g., "John Smith OR Jane Smith"), complete the following:</p>	
<p style="text-align: center;">(Name of principal owner) _____ (Social Security Number) _____</p> <p>is the principal coowner of any bonds registered in coownership form submitted. He/She is responsible for any tax liability resulting from the reissue transaction requested. (A principal coowner is a coowner who (1) purchased the bonds with his/her own funds or (2) received them as a gift, inheritance or legacy, or as a result of judicial proceedings, and has them reissued in coownership form, provided he/she has received no contribution in money or money's worth for designating the other person as coowner on the bonds.)</p> <p>The interest will be reported to the Internal Revenue Service, and a 1099 INT will be generated for the social security number specified above.</p>	
<p>4. Registration for new bonds:</p>	<p style="text-align: center;">12-3456789 <small>(Social Security Number or Employer Identification Number assigned to the trust)</small></p> <p style="text-align: center;">EARL WILSON AND JUDY WILSON CO-TR <small>(Name(s) of trustee(s), of grantor(s), and the date of trust's creation)</small></p> <p style="text-align: center;">U/D/T DTD 3-27-02 <small>(Name(s) of trustee(s), of grantor(s), and the date of trust's creation)</small></p> <p style="text-align: center;">4357 HAMPTON LN DUNKIRK NY 14048 <small>(Address)</small></p>
<p>5. Delivery instructions, if different from above:</p>	<p style="text-align: center;">_____ <small>(Name)</small></p> <p style="text-align: center;">_____ <small>(Number and Street or Rural Route)</small></p> <p style="text-align: center;">_____ <small>(City)</small> <small>(State)</small> <small>(ZIP Code)</small></p>
<p>6. Under penalty of perjury, I, the undersigned grantor (creator) of the trust, certify that the above taxpayer identification number assigned to the trust is correct. If Series HH/H bonds are involved, I certify that I am not subject to backup withholding either (i) because I have not been notified that I am subject to backup withholding (as a result of a failure to report all interest or dividends), or (ii) because I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding. I further certify that the trust estate is not subject to backup withholding for one of the preceding reasons. If the trust was created by some person other than the owner or coowners, the trustee must furnish an I.R.S. Form W-9. (See <i>HH Bonds Involved</i> in the Instructions.)</p>	
<p>Sign the form in ink in the presence of an authorized certifying officer.</p>	
<p>Signature _____ <small>(Signature of Owner or Principal Coowner)</small></p> <p>Home Address _____ <small>(Number and Street or Rural Route)</small></p> <p style="text-align: center;">DUNKIRK NY 14048 <small>(City) (State) (ZIP Code)</small></p>	<p style="text-align: center;">EARL WILSON <small>(Print Name)</small></p> <p style="text-align: center;">987-65-4321 <small>(Social Security Number)</small></p> <p style="text-align: center;">716-572-3497 <small>(Daytime Telephone Number)</small></p>
<p>Signature _____ <small>(Signature of Coowner or Beneficiary)</small></p> <p>Home Address _____ <small>(Number and Street or Rural Route)</small></p> <p style="text-align: center;">DUNKIRK NY 14048 <small>(City) (State) (ZIP Code)</small></p>	<p style="text-align: center;">JUDY WILSON <small>(Print Name)</small></p> <p style="text-align: center;">999-99-9999 <small>(Social Security Number)</small></p> <p style="text-align: center;">716-572-3497 <small>(Daytime Telephone Number)</small></p>

(2)

For instructions guideline, see page C-50.

The certification portion must be completed.			
I CERTIFY that <u>EARL WILSON</u> , whose identity is well-known or			
proved to me, personally appeared before me this <u>25</u> day of <u>APRIL</u> , <u>2002</u>			
(Month) (Year)			
a <u>DUNKIRK</u> <u>NY</u> , and signed this form.			
(City) (State)		<u>John Smith</u> <u>MGR</u>	
(Signature and title of certifying officer)			
<u>345 CENTRAL AVE</u>			
(Street address)			
<u>DUNKIRK</u> <u>NY</u> <u>14048</u>			
(City) (State) (Zip Code)			

I CERTIFY that <u>JUDY WILSON</u> , whose identity is well-known or			
proved to me, personally appeared before me this <u>25</u> day of <u>APRIL</u> , <u>2002</u>			
(Month) (Year)			
at <u>DUNKIRK</u> <u>NY</u> , and signed this form.			
(City) (State)		<u>John Smith</u> <u>MGR</u>	
(Signature and title of certifying officer)			
<u>345 CENTRAL AVE</u>			
(Street address)			
<u>DUNKIRK</u> <u>NY</u> <u>14048</u>			
(City) (State) (Zip Code)			

RESERVED FOR IDENTIFICATION NOTATIONS	
<input type="checkbox"/> Customer Account Number and Date Established: _____	<input type="checkbox"/> Documents – Description: _____
<input type="checkbox"/> Identified by (Signature and Address): _____	

FOR FEDERAL RESERVE BANK USE ONLY	
<input type="checkbox"/> This transaction was a reportable event. \$ _____ was reported for _____ (Social Security Number) for _____ (Year)	
<input type="checkbox"/> This transaction was not a reportable event. No interest was reported.	


NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

The collection of the information you are requested to provide on this form is authorized by 31 U.S.C. Ch. 31 relating to the public debt of the United States. The furnishing of a social security number, if requested, is also required by Section 6109 of the Internal Revenue Code (26 U.S.C. 6109).

The purpose for requesting the information is to enable the Bureau of the Public Debt and its agents to issue securities, process transactions, make payments, identify owners and their accounts, and provide reports to the Internal Revenue Service. Furnishing the information is voluntary; however, without the information, Public Debt may be unable to process transactions.

Information concerning securities holdings and transactions is considered confidential under Treasury regulations (31 CFR, Part 323) and the Privacy Act. This information may be disclosed to a law enforcement agency for investigation purposes; courts and counsel for litigation purposes; others entitled to distribution or payment; agents and contractors to administer the public debt; agencies or entities for debt collection or to obtain current addresses for payment; agencies through approved computer matches; Congressional offices in response to an inquiry by the individual to whom the record pertains; as otherwise authorized by law or regulation.

We estimate it will take you about 15 minutes to complete this form. However, you are not required to provide the information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND** completed form to the above address; send to the correct address shown in the instructions.

 For instructions guideline, see page C-50.

For BPD use only: Customer Name		Customer No.	
PD F 1938 E Department of the Treasury Bureau of the Public Debt (Revised September 2003)		REQUEST FOR REISSUE OF UNITED STATES SAVINGS BONDS TO REMOVE NAME OF ONE OR MORE LIVING REGISTRANTS	
OMB No. 1535-0008			
IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.			
PRINT IN INK OR TYPE ALL INFORMATION			
1. DESCRIPTION OF BONDS I/We request reissue of the following-described United States Savings Bonds in the amount of \$ _____ (total face amount).			
ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
4/90	500	D 412 689843	123-45-6789
5/90	500	D 434 602 548	Donald Gibson
2/91	1000	M 214 984 212	924 Sentry Ct Kent WA 98031
			OR
			Michael T Gibson
(If more space is needed, use a continuation sheet and attach it to this form.)			
TAX LIABILITY: If the name of a living owner or principal coowner of the bonds is eliminated from the registration, the owner or principal coowner must include the interest earned and previously unreported on the bonds to the date of the transaction on his or her Federal income tax return for the year of the reissue. (Both registrants are considered to be coowners when bonds are registered in the form: "A" or "B.") The principal coowner is the coowner who (1) purchased the bonds with his or her own funds, or (2) received them as a gift, inheritance, or legacy, or as a result of judicial proceedings, and had them reissued in coownership form, provided he or she has received no contribution in money or money's worth for designating the other coowner on the bonds. If the reissue is a reportable event, the interest earned on the bonds to the date of the reissue will be reported to the IRS by a Federal Reserve Bank or Branch or the Bureau of the Public Debt under the Tax Equity and Fiscal Responsibility Act of 1982. THE OBLIGATION TO REPORT THE INTEREST CANNOT BE TRANSFERRED TO SOMEONE ELSE THROUGH A REISSUE TRANSACTION. If you have any questions concerning the tax consequences, consult the Internal Revenue Service, or write to the Commissioner of Internal Revenue, Washington, DC 20224. Unless we are otherwise informed, the first-named coowner will be considered the principal coowner for the purposes of this transaction.			
2. NEW BOND INSCRIPTION OWNER OR FIRST-NAMED COOWNER			
_____ 987-65-4321 _____ (Social Security Number)			
_____ Michael T. Gibson _____ (Name)			
_____ 243 Abby Lane _____ Kent _____ WA _____ 98031 _____ (Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)			
COOWNER OR BENEFICIARY (If a name is shown and neither block is checked, we will assume coowner.)			
Name the following person as <input checked="" type="checkbox"/> coowner <input type="checkbox"/> beneficiary			
_____ Amy R. Gibson _____ (Name)			
Delivery Instructions (If different from that shown above for the owner/first-named coowner)			
_____ (Name of Individual or Institution)			
_____ (Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)			



For instructions guideline, see page C-52.

For BPD use only: Customer Name		Customer No.	
PD F 1938 E Department of the Treasury Bureau of the Public Debt (Revised September 2003)		REQUEST FOR REISSUE OF UNITED STATES SAVINGS BONDS TO REMOVE NAME OF ONE OR MORE LIVING REGISTRANTS	
OMB No. 1535-0008			
IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.			
PRINT IN INK OR TYPE ALL INFORMATION			
1. DESCRIPTION OF BONDS I/We request reissue of the following-described United States Savings Bonds in the amount of \$ _____ (total face amount).			
ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small>
4/90	500	D 412 689843	123-45-6789
5/90	500	D 434 602 548	Donald Gibson
2/91	1000	M 214 984 212	924 Sentry Ct Kent WA 98031
			OR Michael T Gibson
<small>(If more space is needed, use a continuation sheet and attach it to this form.)</small>			
TAX LIABILITY: If the name of a living owner or principal coowner of the bonds is eliminated from the registration, the owner or principal coowner must include the interest earned and previously unreported on the bonds to the date of the transaction on his or her Federal income tax return for the year of the reissue. (Both registrants are considered to be coowners when bonds are registered in the form: "A" or "B.") The principal coowner is the coowner who (1) purchased the bonds with his or her own funds, or (2) received them as a gift, inheritance, or legacy, or as a result of judicial proceedings, and had them reissued in coownership form, provided he or she has received no contribution in money or money's worth for designating the other coowner on the bonds. If the reissue is a reportable event, the interest earned on the bonds to the date of the reissue will be reported to the IRS by a Federal Reserve Bank or Branch or the Bureau of the Public Debt under the Tax Equity and Fiscal Responsibility Act of 1982. THE OBLIGATION TO REPORT THE INTEREST CANNOT BE TRANSFERRED TO SOMEONE ELSE THROUGH A REISSUE TRANSACTION. If you have any questions concerning the tax consequences, consult the Internal Revenue Service, or write to the Commissioner of Internal Revenue, Washington, DC 20224. Unless we are otherwise informed, the first-named coowner will be considered the principal coowner for the purposes of this transaction.			
2. NEW BOND INSCRIPTION OWNER OR FIRST-NAMED COOWNER			
_____ 987-65-4321 _____ <small>(Social Security Number)</small>			
_____ Michael T. Gibson _____ <small>(Name)</small>			
_____ 243 Abby Lane _____ Kent _____ WA _____ 98031 _____ <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small>			
COOWNER OR BENEFICIARY <small>(If a name is shown and neither block is checked, we will assume coowner.)</small>			
Name the following person as <input checked="" type="checkbox"/> coowner <input type="checkbox"/> beneficiary			
_____ Amy R. Gibson _____ <small>(Name)</small>			
Delivery Instructions <small>(If different from that shown above for the owner/first-named coowner)</small>			
_____ <small>(Name of Individual or Institution)</small>			
_____ <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small>			



For instructions guideline, see page C-52.

For official use only: Customer Name	Customer No.
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PD F 1980 E
Department of the Treasury
Bureau of the Public Debt
(Revised October 2003)

OMB No. 1535-0064

**CHANGE OF ADDRESS AND/OR IDENTIFICATION OF ACCOUNT
FOR UNITED STATES REGISTERED SECURITIES**

1. PURPOSE OF FORM: I am the owner of the registered securities listed below and I am:

- ☒ Notifying you of my change of address.
☐ Describing holdings for identification of accounts.

2. DESCRIPTION OF SECURITIES:

TITLE OF SECURITY (Identify securities by series, interest rate, type, call and maturity dates, as appropriate)	FACE AMOUNT (Denomination)	SERIAL NUMBER	INSCRIPTION (Exact inscription shown on the face of each security)
SERIES HH	5,000	V44 767 411	SAMUEL SMITH POD SUSAN SMITH
SERIES HH	5,000	V44 767 412	SAMUEL SMITH POD COLBY SMITH

3. TAXPAYER IDENTIFYING NUMBER(S): (See the Instructions.)

123-45-6789 (Social Security Number)	SAMUEL SMITH (Name to which number assigned)
 (Social Security Number)	 (Name to which number assigned)
 (Employer Identification Number)	 (Name to which number assigned)

4. CHANGE OF ADDRESS INFORMATION:

Former address:

SAMUEL SMITH (Name)			
123 1 ST AVENUE (Number and street or rural route)	SOMETOWN (City)	MD (State)	12345 (ZIP Code)

New address:

SAMUEL SMITH (Name)			
234 2 ND AVENUE (Number and street or rural route)	SOMETOWN (City)	MD (State)	12345 (ZIP Code)

Send prompt notice of any change of address. Failure to give notification of change of address may result in delay in receipt of interest checks or 1099-INT. Address changes received just prior to the interest payment date may not be reflected on the interest check for that payment date.

5. CERTIFICATION AND SIGNATURE:

Under penalty of perjury, I certify that:

1. The above taxpayer identification number is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

(Instructions - You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.)

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign Here:

Samuel Smith
(Signature of registered owner, representative, or fiduciary)

301-123-4567

(Daytime Telephone No.)

INSTRUCTIONS

USE OF FORM - Use this form to give notice of a change of address or to describe holdings for identification of your account(s). Use this form for Series HH/H savings bonds and/or registered Treasury bonds and notes in definitive/paper form.

WHO MAY COMPLETE THE FORM - The form must be completed by the registered owner or his/her representative.

COMPLETION OF FORM

- **ITEM 1.** Check the appropriate box to indicate the purpose of the form.
- **ITEM 2.** Furnish a complete description of the securities. If more space is needed, use a plain sheet of paper and attach it to this form.
- **ITEM 3.** Furnish the appropriate taxpayer identifying number and the name to which it is assigned. The following rules must be observed when furnishing the number:
 - ✓ If the securities are inscribed in the name of one person as owner, with or without a beneficiary, furnish the owner's social security number. If known, the social security number of the beneficiary may also be furnished.
 - ✓ If the securities are inscribed in the names of two persons as coowners, furnish the social security number of the first coowner. If known, the social security number of the second coowner may also be furnished.
 - ✓ If the securities are inscribed in the name of a guardian, custodian, or similar representative of the estate of a minor, incompetent, or other ward as owner, furnish the social security number of the minor, incompetent, or other ward.
 - ✓ If the securities are inscribed other than in the name of a natural person (in the name of an executor, administrator, trustee, corporation, association, partnership, etc.) furnish the taxpayer identification number assigned to the estate.
- **ITEM 4.** If you're notifying us of a change of address, provide your former address and your new address.
- **ITEM 5.** Carefully read the statement and certify that you are not subject to backup withholding, if appropriate. If you are subject to backup withholding, you must strike through Item 2 of this section. Sign the form and provide your daytime telephone number. The signature of a registered owner should be in the same form as that appearing on the bonds. The signature of a representative or fiduciary must be in the same form as that shown in the court papers or other evidence of authority and must be followed by the proper title and reference to the estate or trust, as for example, "John W. Smith, administrator of the estate of Henry L. Smith, deceased."

WHERE TO SEND

- For Treasury bonds/notes - Send the form to Bureau of the Public Debt, PO Box 426, Parkersburg, WV 26106-0426.
- For Series HH/H bonds - Unless otherwise instructed, send the form to the Savings Bond Processing Site nearest you:

Buffalo Branch, FRB of New York Fiscal Services Division PO Box 961 Buffalo, NY 14240-0961 1-800-234-2931	FRB of Minneapolis Savings Bond Services PO Box 214 Minneapolis, MN 55480-0214 1-800-553-2663	FRB of Cleveland Pittsburgh Branch PO Box 299 Pittsburgh, PA 15230-0299 1-800-245-2804	FRB of Kansas City PO Box 419440 Kansas City, MO 64141-6440 1-800-333-2919	FRB of Richmond PO Box 85053 Richmond, VA 23285-5053 1-800-322-1909
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PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

We estimate it will take you about 06 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND the completed form to the above address; send to correct address shown in "WHERE TO SEND" above.**

Sample PD F 1993 (Page 1 of 2)

For FRB or BPD use only: Customer Name _____	Customer No. _____
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PD F 1993 E
Department of the Treasury
Bureau of the Public Debt
(Revised August 2002)

OMB No. 1535-0096

REINVESTMENT APPLICATION

For official use only:
 Issue Date of New Bonds _____

1. I request payment of the matured Series HH/H United States Savings Bonds described below. I also request reinvestment of the proceeds in Series HH bonds with the inscriptions shown in Item 3.

ISSUE DATE	FACE AMOUNT	BOND NUMBER	ISSUE DATE	FACE AMOUNT	BOND NUMBER	TOTAL FACE AMOUNT
4/74	500	D 42 916 241	4/74	1000	M 020 130 124	\$ 3,000
4/74	500	D 42 916 242				
4/74	1000	M 020 130 123				

(If you need more space, use a continuation sheet and attach it to the form.)

2. NEW BOND DENOMINATIONS – Complete this part only if you want to change the denominations.

NUMBER OF EACH DENOMINATION:
 6 @ \$500 _____ @ \$1,000 _____ @ \$5,000 _____ @ \$10,000 _____ TOTAL FACE AMOUNT \$ 3,000

3. NEW BOND INSCRIPTION

OWNER OR FIRST-NAMED COOWNER

123-45-6789
(Social Security Number) OR (Employer Identification Number)

STANLEY S BROWN
(Name) (This person must sign in Item 5)

1234 BROAD PATH BIGTOWN VA 12345
(Number and Street or Rural Route) (City) (State) (ZIP Code)

COOWNER OR BENEFICIARY (If neither block is checked, assume coowner.)

Name the following person as ☒ coowner ☐ beneficiary ☐ See the attached sheet for additional registrations.

Name: SYLVIA BROWN

Delivery Instructions (if different from above)

(Name of Individual or Institution)

(Number and Street or Rural Route) (City) (State) (ZIP Code)

4. DIRECT DEPOSIT AUTHORIZATION: (Read instructions before completing this section.)

Name (or names, if joint account): STANLEY S BROWN, SYLVIA BROWN

0098765432123456-3
(Depositor's Account No.)

Type of Account: ☒ Checking ☐ Savings

Bank Routing No. 7210-0400-0

BANK OF BIGTOWN 540-123-4567
(Financial Institution's Name) (Phone No.)

To owners of Series HH/H bonds issued before October 1989: I have Series HH/H bonds issued before October 1989 and request that the interest on these bonds be paid directly to the above account. ☐ YES ☐ NO If neither block is marked, YES is assumed.

5. BACKUP WITHHOLDING AND SIGNATURE

Under penalty of perjury, I certify that:

1. The taxpayer identification number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Instructions – If the IRS has notified you that you are currently subject to backup withholding, you must cross out Item 2 above.

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

If you're changing denominations or registrations, wait until you're in the presence of a certifying officer to sign the form.

Sign Here	<u>Stanley S Brown</u>		(Signature)		(Signature of New Owner/First Name Coowner if other than Applicant)	
Address	<u>1234 BROAD PATH</u>	<u>BIGTOWN</u>	<u>VA</u>	<u>12345</u>		
	(Number and Street or Rural Route)	(City)	(State)	(ZIP Code)		
		<u>540-765-4321</u>	<u>11-13-03</u>			
	(E-Mail Address)	(Daytime Telephone Number)	(Date)			

6. FINANCIAL INSTITUTION CERTIFICATION

Certifying Officer – The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that STANLEY S BROWN, whose identity is well-known or proved to me, personally appeared before me this 13TH day of NOVEMBER, 2003, at BIGTOWN VA, and signed this form.

(City) (State)

Trish Waller AVP, BANK OF BIGTOWN
(Signature and Title of Certifying Officer)

(OFFICIAL STAMP OR SEAL)

BANK OF BIGTOWN
(Name of Financial Institution)

102 MAIN ST. BIGTOWN VA 12345
(Address of Financial Institution)

540-123-4567
(Telephone Number)

NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

We estimate it will take you about 15 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to the correct address shown in "WHERE TO SEND" in the instructions.**

Sample PD F 2216

For official use only: Customer Name PD F 2216 E Department of the Treasury Bureau of the Public Debt (Revised December 2001)	Customer No. OMB No. 1535-0042
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APPLICATION BY PREFERRED CREDITOR FOR DISPOSITION
WITHOUT ADMINISTRATION WHERE DECEASED OWNER'S
ESTATE INCLUDES UNITED STATES REGISTERED SECURITIES AND/OR
RELATED CHECKS IN AN AMOUNT NOT EXCEEDING \$500

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.

PRINT IN INK OR TYPE ALL INFORMATION

To: Federal Reserve Bank or Branch

I declare the following statements are true and complete to the best of my knowledge and belief:

1. I paid expenses for which I have not been reimbursed in connection with the funeral of:

GERTRUDE B. GRAY 987-65-4321 who died on
(Name of decedent) (Social Security Number)
04/02/02 at SOMETOWN, OREGON
(Month/Day/Year) (City and State)
 No legal representative has been appointed for the decedent's estate and no such appointment is pending.

2. The decedent was the owner of the following-described United States registered securities and/or checks:

ISSUE DATE	FACE AMOUNT	SERIAL NUMBER	INSCRIPTION <small>(Social security number, names, including middle names or initials, and addresses on the securities)</small>
4/77	100	C 182 811 964	123-45-6789
6/77	100	C 182 941 223	GRANT G. GRAY
8/77	100	C 194 316 833	123 1ST AVENUE SOMETOWN OR 12345
			OR GERTRUDE B GRAY

(If you need more space to describe the securities, use a continuation sheet and attach it to this form.)

3. I request that I be recognized as a preferred creditor of the decedent's estate and in such capacity I hereby assign any transferable securities described for the purposes indicated, and I further request:

a. ☐ Payment to me of any interest due and unpaid. b. ☒ Payment to me of savings bonds/notes.
 c. ☐ Payment to me of any presently redeemable securities (other than savings bonds/notes). d. ☐ Exchange of eligible transferable securities for coupon securities to be delivered to:

4. In consideration of granting my request, I agree that any excess received by me over the moneys I spent in connection with the decedent's funeral will be distributed to the persons entitled to the decedent's estate.

If the total amount exceeds \$100, you must wait until you are in the presence of a certifying officer to sign this form.

Sign Here <u>JOLYNN GRAY</u> <small>(Signature)</small> Address <u>123 2ND AVENUE</u> <small>(Number and Street or Rural Route)</small> <u>SOMETOWN</u> <u>OR</u> <u>12345</u> <small>(City) (State) (ZIP Code)</small> E-Mail Address _____	<u>JOLYNN GRAY</u> <small>(Type or Print Name)</small> <u>234-56-7890</u> <small>(Social Security Number)</small> <u>444-444-4444</u> <small>(Daytime Telephone Number)</small>
--	--

Certifying Officer – If the total amount exceeds \$100, the individual must sign in your presence.
You must complete the certification and affix your stamp or seal.

I CERTIFY that JOLYNN GRAY, whose identity is well-known or proved to me, personally appeared before me this 25 day of JUNE, 2002,
(Month) (Year)
 at SOMETOWN OREGON, and signed this form.
(City) (State)

(OFFICIAL STAMP OR SEAL)
John Watson CUSTOMER SERVICE REP.
(Signature and title of certifying officer)
A-1-A BANK STREET EAST
(Street address)
SOMETOWN OREGON 12345
(City) (State) (ZIP Code)

My commission expires _____
(For notaries only)

Sample PD F 2458

For BPD or FRB use only: Customer Name _____	Customer No. _____
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PD F 2458 E
Department of the Treasury
Bureau of the Public Debt
(Revised December 2001)

**CERTIFICATE OF ENTITLEMENT TO UNITED STATES
SAVINGS BONDS AND/OR CHECKS NOT EXCEEDING \$1,000
AFTER ADMINISTRATION OF DECEDENT'S ESTATE**

OMB No. 1535-0006

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.
 PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank or Branch BUFFALO

1. I am qualified to make this certificate by reason of the following facts: I AM THE FORMER
ADMINISTRATOR OF DECEDENT'S ESTATE.

2. The records of the PROBATE Court, SOME County, MN (State),
 show that PATTIE HARRIS (Name of Decedent) OR 123-45-6789 (Employer Identification Number of Estate) (Social Security Number)
 died ☐ testate ☒ intestate 11-12-00 (Month) (Day) (Year), and that PHILLIP HARRIS (Name) was appointed
 legal representative of the decedent's estate on 11-25-00 (Date). All approved claims against the estate were paid; the estate
 was settled and the legal representative ☒ was discharged on or about 10-15-01 (Date)
☐ was not discharged but died on _____ (Date)

3. The bonds and/or related checks described below belonged to the decedent, were ☐ included in the inventory of the estate,
 and the persons named below are entitled to them as distributees of the estate, to the extent indicated. ☒ discovered after the estate was settled.

NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF PERSON(S) ENTITLED	BOND AND/OR CHECK NUMBER	SHARE OR AMOUNT TO WHICH ENTITLED
<u>PHILLIP HARRIS</u>	<u>D39122934 E</u>	<u>ONE-HALF</u>
<u>123 1ST AVE SOMETOWN MN</u>	<u>D40334768 E</u>	
<u>CANDICE HARRIS</u>		<u>ONE-HALF</u>
<u>132 2ND AVE SOMETOWN MN</u>		

4. I certify that the information provided above is true. I am providing this information to induce the Department of the Treasury to recognize the persons named in Item 3 as entitled to the bonds and/or checks listed.

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here Phillip Harris (Signature) PHILLIP HARRIS (Type or Print Name)

Address 123 1ST AVENUE (Number and Street or Rural Route) SOMETOWN (City) MN (State) 12345 (ZIP Code)

(E-Mail Address) _____ (Daytime Telephone Number) 777-777-7777

Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that PHILLIP HARRIS, whose identity is well-known or
 proved to me, personally appeared before me this 25 day of JUNE, 2002,
 at SOMETOWN (City) MN (State), and signed this form.

(OFFICIAL STAMP OR SEAL)

Jane Doe (Signature and title of certifying officer)
HEAD TELLER, BANK USA
123 MAIN STREET WEST (Street address)

My commission expires _____ (For notaries only) SOMETOWN (City) MN (State) 12345 (ZIP Code)

For BPD or FRB use only: Customer Name _____	Customer No. _____
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PD F 2488-1 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised December 2001)

**CERTIFICATE BY LEGAL REPRESENTATIVE(S) OF DECEDENT'S ESTATE,
 DURING ADMINISTRATION, OF AUTHORITY TO ACT AND REQUEST PAYMENT
 AND/OR MAKE DISTRIBUTION WHERE ESTATE HOLDS NO MORE THAN \$1000
 (FACE AMOUNT) UNITED STATES SAVINGS AND RETIREMENT SECURITIES,
 EXCLUDING CHECKS REPRESENTING INTEREST**

OMB No. 1535-0060

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.

PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank or Branch KANSAS CITY

1. CERTIFICATE OF AUTHORITY

The records of the PROBATE Court of SOME County, OK (State),
 show that on 3-28-02 (Month/Day/Year), DERECK LITTLE (Name/Names) was/were appointed as:

(Check only one block.)

<input type="checkbox"/> Sole Administrator	<input checked="" type="checkbox"/> Sole Executor	<input type="checkbox"/> Sole Personal Representative
<input type="checkbox"/> Co-Administrators	<input type="checkbox"/> Co-Executors	<input type="checkbox"/> Co-Personal Representatives
<input type="checkbox"/> Other _____		

of the estate/under the will of KENESHA TAYLOR (Name of decedent), who died on 3-20-02 (Month/Day/Year)

OR 123-45-6789 (Decedent's Social Security Number)

(Employer Identification No., if any, Assigned to the Estate)

I am/all of us are still duly qualified and acting; the United States Savings and Retirement Securities, including the bonds owned by the decedent's estate described in Items 3 and/or 4, below do not exceed \$1000 (face amount), excluding checks representing interest; and the bonds have not been distributed.

2. REQUEST FOR RELEASE OF INTEREST TO LEGAL REPRESENTATIVE

I/We request that the check(s) for any due and unpaid interest on any current income bonds (Series HH/H) be made payable to me/us in my/our fiduciary capacity, and sent to me/us at: _____

3. REQUEST FOR PAYMENT OF BONDS TO LEGAL REPRESENTATIVE

I/We request that the bonds described below be redeemed and payment made to me/us in my/our fiduciary capacity by { ☐ check. ☐ Direct Deposit.

BOND NUMBER	BOND NUMBER	BOND NUMBER

Delivery Instructions – Mail check to: _____

(If payment by Direct Deposit is preferred, do not provide delivery instructions above; instead, complete a Direct Deposit form, PD F 5396 or SF 1199A, and submit it with this application.)

4. DISTRIBUTION OF BONDS TO PERSONS ENTITLED

I/We hereby distribute the bond(s) described below to the person(s) shown below to the respective extents indicated and certify that they are lawfully entitled thereto as distributee(s) of said estate:

NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF PERSON(S) ENTITLED	BOND NUMBER	SHARE OR AMOUNT TO WHICH ENTITLED
<u>HANNAH B. TAYLOR 234-56-7890</u>		<u>ONE - HALF</u>
<u>123 2ND AVE SOMETOWN OK 12345</u>	<u>R46 343 978 E</u>	
	<u>R50 211 456 E</u>	
<u>HOLLY TAYLOR 345-67-8901</u>	<u>D32 119 178 E</u>	<u>ONE - HALF</u>
<u>234 3RD AVE SOMETOWN OK 12345</u>		

5. SIGNATURES - You must wait until you are in the presence of a certifying officer to sign this form.

The undersigned certify under penalty of perjury that the information provided is true and correct to the best of our knowledge and belief and agree to disposition or payment of the securities as indicated. I/We bind myself/ourselves, my/our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the transaction requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds.

Sign here: Derek Little EXECUTOR
(Signature and fiduciary capacity)

1452 5TH ST NORTH
(Number and street or rural route)

SOMETOWN OK 12345
(City) (State) (ZIP Code)

222-222-2222
(Daytime Telephone Number)

(E-Mail Address)

Sign here: _____
(Signature and fiduciary capacity)

(Number and street or rural route)

(City) (State) (ZIP Code)

(Daytime Telephone Number)

(E-Mail Address)

The following section must be completed if the total face amount of securities exceeds \$100

<p>I CERTIFY that <u>DERECK LITTLE</u>, whose identity is well-known or proved to me, personally appeared before me this <u>25</u> day of <u>JUNE</u>, (Month) <u>2002</u>, at <u>SOMETOWN OK</u>, (Year) (City) (State) and signed this form.</p> <p><u>Sallie Smith</u> (Signature of certifying officer)</p> <p>(OFFICIAL STAMP OR SEAL) <u>AVP BANK USA</u> (Title of certifying officer)</p> <p><u>123 MAIN ST SOMETOWN OK</u> (Address)</p> <p>For Notaries: My Commission Expires _____</p>	<p>I CERTIFY that _____, whose identity is well-known or proved to me, personally appeared before me this _____ day of _____, (Month) _____, at _____, (Year) (City) (State) and signed this form.</p> <p>_____ (Signature of certifying officer)</p> <p>(OFFICIAL STAMP OR SEAL) _____ (Title of certifying officer)</p> <p>_____ (Address)</p> <p>For Notaries: My Commission Expires _____</p>
--	---

RESERVED FOR IDENTIFICATION NOTATIONS

☐ Customer Account Number and Date Established: _____ ☐ Document(s) - Description: _____

☐ Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

For BPD use only: Customer Name	Customer No.
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PD F 2513 E
Department of the Treasury
Bureau of the Public Debt
(Revised May 2003)

**APPLICATION BY VOLUNTARY GUARDIAN OF
INCAPACITATED OWNER OF UNITED STATES BONDS/NOTES**

OMB No. 1535-0036

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.
PRINT IN INK OR TYPE ALL INFORMATION

1. Certificate of Qualification

I, MARY JOHNSON, of full age and residing at
(Name of Applicant)
123 NARROW WAY TINYBURG WV 12345, certify the following:
(Number and Street or Rural Route) (City) (State) (ZIP Code)

⇒ The owner of the bonds, MARTHA D SMITH is an adult;
(Name of Bond Owner)

⇒ His/Her Social Security Number is: 123-45-6789;
(Social Security Number)

⇒ He/She resides at: 123 NARROW WAY TINYBURG WV 12345;
(Number and Street or Rural Route) (City) (State) (ZIP Code)

⇒ He/She is mentally incapacitated and can't handle his/her own affairs;

⇒ No legal guardian or similar representative has been appointed for the incapacitated person's estate by any court, no person is otherwise qualified to act, and no qualification for such appointment is pending; and

⇒ The incapacitated person is the registered owner of, or the person entitled to, the United States Savings Bonds/Notes listed in Item 2 below.

2. Description of Bonds

ISSUE DATE	BOND NUMBER	ISSUE DATE	BOND NUMBER	ISSUE DATE	BOND NUMBER
8/94	M 178 122 931	12/98	M 201 921 724		
1/96	M 181 366 494				
11/96	M 190 142 396				
4/97	M 195 988 544				
2/98	M 198 366 141				
7/98	M 199 889 499				

(If more space is needed, use a continuation sheet and attach it to this form.)

3. Nature of Request

I request that I be recognized as voluntary guardian of the incapacitated person, and in such capacity I further request:

- ☒ A. Payment of the above-listed bonds. I certify that the total redemption value of ALL bonds belonging to the incompetent at the time of this application does not exceed \$20,000.
- ☐ B. Reinvestment of matured Series H or HH bonds for Series HH bonds. Any proceeds not reinvested will be used for the incapacitated person's benefit. (PD F 1993 must be completed and submitted.)
- ☐ C. Reinvestment of matured Series E bonds for Series EE bonds. Any proceeds not reinvested will be used for the incapacitated person's benefit. (PD F 5263 must be completed and submitted.)
- ☐ D. Exchange of Series E or EE bonds for Series HH bonds. Any proceeds not applied to the exchange will be used for the incapacitated person's benefit. (PD F 3253 must be completed and submitted.)
- ☐ E. Payment of interest due or payable on any current income bonds listed above and any Series HH bonds issued upon reinvestment or exchange under the options provided in B or D above. I agree that I will notify Public Debt if the incapacitated person dies or is restored to competency, or if a legal guardian or similar representative of the incapacitated person's estate is appointed or otherwise legally qualified.
- ☐ F. Issuance of substitutes for the above-described bonds upon my application and submission of satisfactory proof of loss, theft, or destruction. (PD F 1048 must be completed and submitted.)
- ☐ G. Release of confidential information on savings bonds/notes on which the incapacitated person is named owner or coowner, or to which he/she has become entitled.

4. Supporting Information

In support of the above request(s), I declare that my answers to the following questions and the other information given below are true and complete, to the best of my knowledge and belief.

- A. (1) What is your relationship to the incapacitated person? DAUGHTER
- (2) Are you contributing to his/her care and support? ☒ YES ☐ NO
- (3) Are any other persons or agencies contributing? ☐ YES ☒ NO If YES, what are their names and addresses?

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

- B. Describe the incapacitated person's disability: DEMENTIA PRAECOX
- Has he/she been declared mentally incompetent by a court or governmental agency? ☐ YES ☒ NO
- (Proof of incompetency is required – see Item 4B in the Instructions.)
- C. Is the incapacitated person a patient in a hospital or other institution operated by a federal, state, or other governmental agency? ☐ YES ☒ NO If YES, furnish the agency's name and address:

- D. Does the incapacitated person own any savings bonds or United States securities in addition to those described on this form? ☐ YES ☒ NO If YES, list the additional holdings by issue date, face amount, serial number, and registration on a separate sheet of paper and attach it to this form.

5. Signatures and Certification

Applicant - You must wait until you are in the presence of a certifying officer to sign this form.

I petition the Secretary of the Treasury for completion of the transactions requested above as authorized by law, and if such requests are granted, hereby acknowledge and agree that the proceeds will be used for the benefit and support of the incapacitated person. Upon approval of the requested transactions, I bind myself, my heirs, executors, administrators, successors and assigns, jointly and severally, to hold the United States harmless as the result of any claim by any other parties having, or claiming to have, interests in the bonds/notes and, upon demand by the Department of the Treasury, to indemnify unconditionally the United States and to repay the Department of the Treasury all sums of money which the Department may pay to me as voluntary guardian, including any interest, administrative costs and penalties, or losses incurred as a result of such payment. I declare under penalty that I have not knowingly furnished any false, fictitious, or fraudulent information.

Sign Here: _____ Mary Johnson _____ MARY JOHNSON

(Signature of Applicant) (Type or Print Name)

987-65-4321 304-123-4567 _____

(Social Security Number) (Daytime Telephone Number) (E-Mail Address)

Certifying Officer – The individual must sign in your presence. Complete the certification and affix your stamp or seal.			
I CERTIFY that <u>MARY JOHNSON</u> , whose identity is known or was proven to me, personally appeared before me this <u>13TH</u> day of <u>NOVEMBER</u> , <u>2003</u> at <u>TINYBURG WV</u> , and signed this form.			
(OFFICIAL STAMP OR SEAL)		<u>Trust Ballieu</u> <small>(Signature and title of certifying officer)</small> <u>101 E. MAIN STREET</u> <small>(Street address)</small> <u>TINYBURG WV 12345</u> <small>(City) (State) (ZIP Code)</small>	
My commission expires _____ <small>(For notaries only)</small>			

Consents of other contributors - You must wait until you are in the presence of a certifying officer to sign this form.

I (We) consent to the action(s) requested in this application.

Sign here: _____
(Signature)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

Sign here: _____
(Signature)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

Sign here: _____
(Signature)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

Sign here: _____
(Signature)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

Certifying Officer – The individuals must sign in your presence. Complete the certification and affix your stamp or seal.	
I CERTIFY that _____ and _____, whose identities are known or were proven to me, personally appeared before me this _____ day of _____ (Month) _____ (Year) at _____ (City) _____ (State), and signed this form.	(Signature and title of certifying officer) _____ (Street address) _____ (City) (State) (ZIP Code)
(OFFICIAL STAMP OR SEAL)	
My commission expires _____ (For notaries only)	
I CERTIFY that _____ and _____, whose identities are known or were proven to me, personally appeared before me this _____ day of _____ (Month) _____ (Year) at _____ (City) _____ (State), and signed this form.	(Signature and title of certifying officer) _____ (Street address) _____ (City) (State) (ZIP Code)
(OFFICIAL STAMP OR SEAL)	
My commission expires _____ (For notaries only)	

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

We estimate it will take you about 20 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to correct address shown in "WHERE TO SEND" in the Instructions.**

Sample PD F 2966

For FRB or BPD use only: Customer Name	Customer No.
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PD F 2966 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised December 2001)

SPECIAL BOND OF INDEMNITY BY PURCHASER OF UNITED STATES SAVINGS BONDS/NOTES INVOLVED IN A CHAIN LETTER SCHEME

OMB No. 1535-0062

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.

PRINT IN INK OR TYPE ALL INFORMATION

KNOW ALL MEN BY THESE PRESENTS, that I, WILLIAM B FRANKLIN

(First Name) (Middle Name or Initial) (Last Name)

of 123 1ST AVE

(Number and Street or Rural Route)

SOMETOWN MI 12345

(City) (State) (ZIP Code)

am held and firmly bound to the United States of America in the amount of FOUR HUNDRED DOLLARS (\$ 400)

(For Series E and Series I show seven times the face amount; for Series EE show four times the face amount of the savings bonds described below.)

to be paid to the United States of America; to which payment I bind myself, my heirs, legatees, executors, administrators, successors and assigns, jointly and severally by this agreement.

WHEREAS, I present and surrender the following-described United States Savings Bonds to the United States Department of the Treasury:

ISSUE DATE	FACE AMOUNT	BOND NUMBER	INSCRIPTION (Social security number, names, including middle names or initials, and addresses on the bonds)
3/94	50	L240 988 114	123-45-6789
3/94	50	L240 988 115	HIRALDO BULLOCK 3610 BIRDSONEST WAY SOMETOWN MI 12345

(If you need more space, use the continuation sheet on page 2.)

AND WHEREAS, I allege under penalty of perjury that I purchased these bonds with my funds with the intention of participating in a chain letter scheme, and I later discovered that participation in such a scheme violates certain laws and regulations of the United States if the mails were used and might violate State laws even if the mails were not used;

AND WHEREAS, under these circumstances, I do not wish to participate in the scheme and hereby request that the United States REFUND THE PURCHASE PRICE of these bonds;

AND WHEREAS, the Secretary of the Treasury has authorized the REFUND OF THE PURCHASE PRICE of these bonds, if I furnish satisfactory evidence that I am the purchaser of the bonds, and if I furnish a bond of indemnity without surety to the United States of America in the above amount;

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if I, my heirs, legatees, executors, administrators, successors or assigns, or any of them, will indemnify and save harmless the United States from any claim on account of these bonds and interest thereon, and from any and all losses which the United States may sustain as a result of any such other claim, and shall repay to the United States all sums of money which the United States may pay on the account of these bonds and interest thereon, with interest, administrative costs, and penalties, then this obligation will be void, otherwise it will remain in full force and effect.

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here <u>William B Franklin</u> (Signature of obligor - must agree with name in first paragraph)	<u>WILLIAM B FRANKLIN</u> (Print Name)
Home Address <u>123 1ST AVE</u> (Number and Street or Rural Route)	<u>456-78-9012</u> (Social Security Number)
<u>SOMETOWN MI 12345</u> (City) (State) (ZIP Code)	<u>333-222-1141</u> (Daytime Telephone Number)

Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that WILLIAM B FRANKLIN, whose identity is well-known or proved to me, personally appeared before me this 25 day of JUNE, 2002

(Month) (Year)

at SOMETOWN MI, and signed this form.

(City) (State)

(OFFICIAL STAMP OR SEAL)

Jane Doe
 (Signature and title of certifying officer)

BANK USA 321 MAIN STREET
 (Street address)

SOMETOWN MI 12345
 (City) (State) (ZIP Code)

My commission expires _____
 (For notaries only)

Sample **PD F 3062** (Page 1 of 2)

PD F 3062
Department of the Treasury
Bureau of the Public Debt
(Revised April 2002)

**CLAIM FOR NONRECEIPT OF SERIES EE/I
UNITED STATES SAVINGS BONDS**
(To be completed by issuing agent and owners)

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.
PRINT IN INK OR TYPE ALL INFORMATION

TO BE COMPLETED BY ISSUING AGENT

1. Describe the bonds reported as not received below.

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
MAY 2003	100	C 0761 358 931 EE	023-45-6789 JOHN Q SAVER MAIL TO MIKE SAVER 123 MAIN ST ANYWHERE, US 12345-0000 POD SAMMY SAVER

(If you need more space to describe your bonds, use a continuation sheet and attach it to the form.)

2. The bonds were issued by ☐ RDS or ☐ Payroll? Date Purchased MAY 20, 2003

3. The bonds were purchased by JOHN Q SAVER

4. The bonds were mailed to MIKE SAVER 123 MAIN ST
(Number and Street or Rural Route)
ANYWHERE US 12345-0000
(City) (State) (ZIP Code)

Based on the statements, certifications, requests, and agreements included in this claim, the issuing agent signing below recommends that replacement bonds for those described be issued and mailed to:

(Name)
Address _____
(Number and Street or Rural Route) (City) (State) (ZIP Code)

The issuing agent signing below agrees that if the missing bonds are ever located, it will surrender them to the Bureau of the Public Debt, Parkersburg, West Virginia 26106-1328.

(SEAL OR
ISSUING AGENT'S
VALIDATING STAMP)

Date _____ By _____
(Signature and Title of Officer)
Telephone Number _____

Sample PD F 3062 (Page 2 of 2)

5. We, the undersigned, certify the United States Savings Bonds described on this form have not been received, either by us or by anyone on our behalf and we do not know what happened to them. If the addressee has moved since the bonds were mailed, we also certify that an inquiry was made at the former address. We request new bonds be issued to replace the bonds not received.

We the undersigned, severally petition the Secretary of the Treasury for relief as authorized by law, and if relief is granted, acknowledge that the original bonds become the property of the United States. Upon granting of relief, we assign all our right, title, and interest in the original bonds to the United States and bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally: (1) to surrender the original bonds to the Department of the Treasury if they are recovered; (2) to hold the United States harmless due to any claim by any other parties having, or claiming to have, interests in these bonds; and (3) upon demand by the Department of the Treasury, to indemnify unconditionally the United States and to repay to the Department of the Treasury all sums of money the Department may pay due to the redemption of the original bonds, including any interest, administrative costs and penalties, and any other liability or losses incurred as a result of the redemption. We consent to the release of any information contained in this form or regarding the bonds described to any party having an ownership or entitlement interest in the bonds.

Registered bond owners must sign the form in ink			
Name	<u>John Q Saver</u> (Signature)	<u>JOHN Q SAVER</u> (Print Name)	
Home Address	<u>223 ROSE AVENUE</u> (Number and Street or Rural Route)	<u>023-45-6789</u> (Social Security Number)	
	<u>SOMEPLACE</u> <u>US</u> <u>00002</u> (City) (State) (ZIP code)	<u>010-123-4567</u> (Daytime Telephone Number)	
E-Mail Address			

Name	<u>Sammy Saver</u> (Signature)	<u>Sammy Saver</u> (Print Name)	
Home Address	<u>123 The Park Place</u> (Number and Street or Rural Route)	<u>112-12-1112</u> (Social Security Number)	
	<u>Any City</u> <u>US</u> <u>12345</u> (City) (State) (ZIP code)	<u>800-555-6971</u> (Daytime Telephone Number)	
E-Mail Address			

Name	<u>Mike Saver</u> (Signature)	<u>MIKE SAVER</u> (Print Name)	
Home Address	<u>123 MAIN ST.</u> (Number and Street or Rural Route)	<u>123 45 6789</u> (Social Security Number)	
	<u>ANYWHERE</u> <u>US</u> <u>12345-0000</u> (City) (State) (ZIP code)	<u>804 748 8208</u> (Daytime Telephone Number)	
E-Mail Address			

6. Certification on behalf of minor not under guardianship
(To be executed by both parents if living, and in the event the minor does not reside with either parent, also by the person who furnishes the minor's chief support.)

			-			-				
--	--	--	---	--	--	---	--	--	--	--

(Social Security Account Number of Minor)

I/We certify that _____, age _____, on whose behalf I/we are signing, is not of sufficient competency and understanding to sign this form and that

(CHECK APPLICABLE BLOCK.) ☐ he (she) is my child and resides with me.
☐ he (she) does not reside with either parent and receives his (her) chief support from me.

_____ (Signature of father)	_____ (Signature of mother)
_____ (Signature of person who furnishes minor's support)	

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

PD F 3253 E
Department of the Treasury
Bureau of the Public Debt
(Revised January 2003)

EXCHANGE APPLICATION FOR U.S. SAVINGS BONDS OF SERIES HH OMB No. 1535-0005

CASE ID NO.:

1. For Federal income tax purposes the interest earned on my bonds surrendered in this exchange transaction:
(a) ☒ will be deferred. OR (b) ☐ has been reported or will be reported this year.

2. \$ 7,816.40 3. \$ 6,066.40 4. \$ 8,000 5. \$ - 0 - 6. \$ 6,066.40
REDEMPTION VALUE INTEREST EARNED HH BONDS TO BE ISSUED PAYMENT RETURNED INTEREST DEFERRED
MUST BE AT LEAST \$500

7. Number of Each Denomination 2 @ \$500 2 @ \$1,000 1 @ \$5,000 @ \$10,000

8. Serial number of one of the savings bonds submitted in this exchange M 246 223 456

9. Effective Date of Exchange NOVEMBER 2003
Month/Year

10. REGISTRATION FOR SERIES HH BONDS

OWNER OR FIRST-NAMED COOWNER

TAXPAYER IDENTIFICATION NO.: 123-45-6789
Social Security Number

-OR-

Employer Identification Number

NAME: MARY H SMITH

NUMBER AND STREET OR RURAL ROUTE: 479 THOMAS ROAD

CITY: MIDVILLE STATE: NC ZIP CODE: 12345

Delivery address for Series HH bonds if different from above:

COOWNER OR BENEFICIARY (OPTIONAL). Coownership will be assumed if neither block is checked. The following person is to be named as ☒ coowner ☐ beneficiary ☐ additional coowners or beneficiaries continued on reverse

NAME: ROBERT SMITH

11. DIRECT DEPOSIT AUTHORIZATION (REQUIRED FOR U.S. RESIDENTS). (READ ITEM 11 BEFORE COMPLETING THIS SECTION.)

NAME(S) ON DEPOSITOR ACCT.: MARY H SMITH

ROUTING/TRANSIT NO.:

2190-7330-1

DEPOSITOR ACCT. NO.: 0082 719-1327

TYPE OF ACCOUNT: ☒ CHECKING ☐ SAVINGS

To Owners of Series HH/H Bonds Issued Before October 1989:

I have Series HH/H bonds issued before October 1989 and request the interest paid on these bonds be paid directly to the above account. If neither block is checked, yes will be assumed.

☐ YES ☐ NO

12. Under penalty of perjury, I certify that I am the owner or principal coowner of the savings bonds submitted herewith; that the number shown on the form is my correct taxpayer identification number; and that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien).

☐ I am subject to backup withholding

Applicant's Signature: X Mary H Smith

Date: NOVEMBER 13, 2003

Daytime Customer Telephone No.: 704-123-4567

E-mail:

13. PAYING AGENT CERTIFICATION (REQUIRED FOR RESERVE PURCHASE)

FINANCIAL INSTITUTION NAME, ADDRESS, AND TELEPHONE NO.:

PURCHASE METHOD:

BANK OF MIDVILLE
123 MAIN STREET
MIDVILLE NC 12345
Trish Ballier VP, BANK OF MIDVILLE
(Authorized Signature and Title) (Date)

☒ Charge Reserve Account ☐ Check

ROUTING/TRANSIT NO.:

2190-7330-1-0000

BRANCH NO.:

Page 1

Payment Stamp

Sample **PD F 3253** (Page 2 of 3)

10. (Continued)

Fiduciary Registration	

Check One		Name	Bonds	Face Amount
Coowner	Beneficiary			

DETAILED INSTRUCTIONS FOR COMPLETING PD F 3253

ITEM 1. You must indicate whether you want your Series HH bonds to be issued with the benefit of tax deferral. Check **BOX 1(a)** if you want to continue tax deferral on the interest accrued on the Series EE/E bonds submitted for exchange. Check **BOX 1(b)** if the interest earned on the bonds has already been reported for federal **income** tax purposes or will be reported for the current year. If neither block is checked, we'll assume you want to continue tax deferral.

ITEMS 2 and 3. Separate your Series EE and E bonds and complete this chart to determine their redemption value and the interest earned. Show the month and year the exchange will take place.

MONTH AND YEAR OF EXCHANGE						
	A	B	C	D	E	F
	SERIES	FACE AMOUNT		ISSUE PRICE	REDEMPTION VALUE	INTEREST EARNED
1	EE	\$ 2,000	x 50%	\$ 1,000	\$ 2,088.80	\$ 1,088.80
2	E	+ 1,000	x 75%	+ 750	+ 5,727.60	+ 4,977.60
3	TOTAL	\$ 3,000		\$ 1,750	\$ 7,816.40	\$ 6,066.40

Column B. Add the face amount of your Series EE bonds and enter the amount in Line 1. Add the face amount of your Series E bonds and enter the amount in Line 2. Enter the sum of Lines 1 and 2 in Line 3.

Column D. To compute the issue price of your bonds, multiply the amounts in Column B by the percentages in Column C and enter the results in Lines 1 and 2. Enter the sum of Lines 1 and 2 in Line 3.

Column E. Using an appropriate pricing tool, determine the redemption value of each of your bonds for the month and year of the exchange. Enter the sum of the values for your Series EE bonds in Line 1 and the sum of the values for your Series E bonds in Line 2. Enter the sum of Lines 1 and 2 in Line 3. **THE REDEMPTION VALUE OF THE SERIES EE/E BONDS MUST TOTAL AT LEAST \$500 TO PROCEED WITH THE EXCHANGE.** Enter the amount in Line 3 in **BOX 2**.

Column F. Using an appropriate pricing tool, determine the interest earned on each of your bonds for the month and year of the exchange. Enter the sum of the interest earned on your Series EE bonds in Line 1 and the sum of the interest earned on your Series E bonds in Line 2. Enter the sum of Lines 1 and 2 in Line 3. Enter the amount in Line 3 in **BOX 3**.

ITEMS 4 and 5 Since Series HH bonds are issued in multiples of \$500, you may add cash or subtract from the redemption value up to \$499.99. Complete this chart to compute the dollar amount of Series HH bonds to be issued. Enter this amount in **BOX 4**. Show the amount of any payment to be returned in **BOX 5**. to the extent that the amount in Box 5 is interest, you must report it for federal income tax purposes for the year of the exchange. The paying agent will issue Form 1099-INT for this interest payment.

REDEMPTION VALUE OF SERIES EE/E BONDS (at least \$500.00)	\$ 7,816.40
CASH ADDED (not more than \$499.99)	+ 183.60
	OR
PAYMENT RETURNED (not more than \$499.99)	-
SERIES HH BONDS TO BE ISSUED	\$ 8,000.00

Sample PD F 3253 (Page 3 of 3)

ITEM 6. To determine the total amount of deferred interest that will be shown in the legends on your Series HH bonds, subtract the amount in **BOX 5** from the amount in **BOX 3** and enter the result in **BOX 6**.

ITEM 7. Show the number of bonds of each desired denomination in the boxes provided. The total face amount must equal the amount shown in **BOX 4**.

ITEM 8. Show the serial number of one of the bonds submitted for exchange. Example: C 123 456 789 EE.

ITEM 9. The effective date of the exchange is the same as the redemption date of the bonds submitted for exchange.

ITEM 10. We need the following information to register your Series HH bonds:

Taxpayer Identification Number. Use this chart to determine whose taxpayer identification number should be provided:

Natural persons in their own right	Social security number of owner or first-named coowner
Guardian or similar representative of the estate or a minor or incompetent	Social security number of the protected person
Fiduciary (executor, administrator, trustee) acting in that capacity	Taxpayer identification number used by the estate or trust
Corporation, association, partnership, State, or public corporation or body	Taxpayer identification number assigned to the organization

Owner or first-named coowner. The owner or principal coowner of the bonds submitted for exchange must be named as owner or first-named coowner on the Series HH bonds. The **principal coowner** is the coowner who (1) bought the bonds with his/her own funds or (2) received them as a gift, legacy, or inheritance, or as a result of judicial proceedings and had them reissued in coowner form (provided he/she received no contribution in any manner from the other person for designating him/her as coowner). If both coowners shared in the purchase of the bonds or received them jointly as a gift or legacy, both must be named on the Series HH bonds. If the owner or principal coowner has died, the surviving coowner or beneficiary must be named as owner or first-named coowner on the Series HH bonds. If the owner's name is too lengthy to fit in the two lines provided (as may be the case with fiduciary and trust forms of registration), show it in the continuation space.

Address. Show the mailing address of the owner or first-named coowner. The bonds, all future correspondence, and tax information will be mailed to this address. If you want the bonds mailed to a different address, show it in the space provided; this address will be used only to deliver the bonds.

Coowner or Beneficiary (Optional). If you want to designate a coowner or beneficiary on the bonds, check the appropriate box and show the person's name. If you want to name a different coowner or beneficiary on some of the bonds, check the continuation box, list their names in the continuation space, and show the number of bonds and the total dollar amount on which each is to be named. No more than two persons may be named on a bond.

ITEM 11. Series HH bonds pay interest electronically, and Federal Reserve Banks will not issue bonds without a direct deposit authorization. The financial institution you designate to receive the interest payments can help you complete this item by providing the correct routing/transit number. By checking the **YES** box, you can have the semiannual interest payments for Series HH/H bonds issued prior to October 1989 bearing the taxpayer identification number shown in item 10 deposited to the same bank account. If neither box is checked, the direct deposit information provided will be used for all accounts bearing the taxpayer identification number provided in item 10.

ITEM 12. You must sign and date this application and show a daytime telephone number. If any of the bonds submitted for exchange are registered in coowner form, the **principal coowner** must sign, except as outlined below. If the IRS has notified the owner or principal coowner that he/she is subject to backup withholding, he/she must check the box provided. If the bonds submitted for exchange are registered in coowner form and the Series HH bonds will be registered in **exactly** the same form, the non-principal coowner may sign this application, but he/she must strike out the entire statement appearing above the signature. In that event, the principal coowner must complete and attach IRS Form W-9. The person who signs this application must also sign the request for payment on the back of each of the Series EE/E bonds submitted for exchange, unless the paying agent assisting with the transaction is qualified to endorse the bonds pursuant to Department Circular No. 888.

ITEM 13. The paying agent assisting with this exchange transaction must show its name, address, and telephone number and check the appropriate box to show whether payment is being made by check or a charge to a Reserve account; if the latter, it must show the routing/transit number for the account. If the agent has redeemed the bonds submitted for exchange, the payment stamp imprinted on the bonds must also appear on this application. In all cases, an authorized representative must sign and date the application. **If the transaction is sent directly to the Bureau of the Public Debt, payment must be in the form of the bonds or a check** (Public Debt does not have access to Reserve accounts). If the bonds are submitted as payment, the agent must certify the applicant's signature to the request for payment on the back of each bond.

DETACH THIS SHEET BEFORE SUBMITTING APPLICATION

Sample **PD F 4000** (Page 1 of 2)

For BPD or FRB use only: Customer Name		Customer No.	
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PD F 4000
Department of the Treasury
Bureau of the Public Debt
(Revised June 2000)

REQUEST TO REISSUE UNITED STATES SAVINGS BONDS

OMB No. 1535-0023

(ADD BENEFICIARY OR COOWNER, REMOVE BENEFICIARY OR DECEDENT, SHOW CHANGE OF NAME, AND/OR CORRECT ERROR IN REGISTRATION)

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime punishable by imprisonment of not more than five years or a fine up to \$250,000, or both, under 18 U.S.C. §287, 18 U.S.C. §1001, and 18 U.S.C. §3571. Additionally, 31 U.S.C. §3729 provides for civil penalties for the maker of a false or fraudulent claim to the United States of an amount not less than \$5,000 and not more than \$10,000, plus treble the amount of the Government's damages as an additional sanction.

PRINT IN INK OR TYPE ALL INFORMATION

1. I request reissue of the bonds described below, in the amount of \$ _____ (total face amount).

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
1/95	1,000	M 794 932 174 EE	123 45 6789 DAVID ADAMS 174 MULBERRY LN RIDGWAY PA 15853

(If you need more space to describe your bonds, use page 4.)

2. Reissue is requested to: (Check all that apply.)

- a. ☒ Add a coowner or beneficiary
- b. ☐ Change present beneficiary to coowner.
- c. ☐ Remove the name of a living beneficiary and issue the bonds in either single ownership form or with another person as coowner or beneficiary. (For Series E or H bonds, the present beneficiary must sign.)
- d. ☐ Remove the name of a deceased registrant and issue the bonds in either single ownership form or with another person as coowner or beneficiary. (For Series E or H bonds, furnish proof of death. For Series EE or HH bonds, furnish proof of death of owner or coowner.)
- e. ☐ Show change of name by: ☐ marriage ☐ divorce ☐ court order ☐ naturalization ☐ other
Explain _____
- f. ☐ Correct error in registration.
 (1) Who purchased the bonds? _____
 (2) Whose funds were used? _____
 (3) How did the error occur? _____

3. Registration for new bonds:

123-45-6789
(Social Security Number)

DAVID ADAMS
(First Name, Middle Name or Initial, Last Name)

174 MULBERRY LN
(Number and Street or Rural Route)

RIDGWAY PA 15853
(City) (State) (ZIP Code)

To name a coowner or beneficiary, complete the following:

☒ coowner
☐ beneficiary (POD)

}

SUSAN M ADAMS
(First Name, Middle Name or Initial, Last Name)

4. Delivery instructions, if different from above:

(Name)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

(1)

For instructions guideline, see page C-56.

5. Under penalty of perjury, I certify the number shown on the form is my correct taxpayer identification number. If Series HH/H bonds are involved, I certify that I am not subject to backup withholding either (i) because I have not been notified that I am subject to backup withholding (as a result of a failure to report all interest or dividends), or (ii) because I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding. (See *Backup tax withholding in the instructions.*)

Sign in ink in the presence of an authorized certifying officer. (See Item 5 in the instructions for who must sign.)	
<div style="margin-bottom: 5px;"><u>David Adams</u> (Signature)</div> <div style="margin-bottom: 5px;"><u>DAVID ADAMS</u> (Print Name)</div> <div style="margin-bottom: 5px;"><u>174 MULBERRY LN</u> (Number and Street or Rural Route)</div> <div style="margin-bottom: 5px;"><u>RIDGWAY PA 15853</u> (City) (State) (Zip)</div> <div style="margin-bottom: 5px;"><u>123-45-6789</u> (Social Security Number)</div> <div style="margin-bottom: 5px;"><u>DADAMS@ESVC.ORG</u> (Email Address)</div> <div style="margin-bottom: 5px;"><u>777-77-7777</u> (Daytime Telephone Number)</div>	<div style="margin-bottom: 5px;">_____ (Signature)</div> <div style="margin-bottom: 5px;">_____ (Print Name)</div> <div style="margin-bottom: 5px;">_____ (Number and Street or Rural Route)</div> <div style="margin-bottom: 5px;">_____ (City) (State) (Zip)</div> <div style="margin-bottom: 5px;">_____ (Social Security Number)</div> <div style="margin-bottom: 5px;">_____ (Email Address)</div> <div style="margin-bottom: 5px;">_____ (Daytime Telephone Number)</div>
The certification portion must be completed.	
<p>I CERTIFY that <u>DAVID ADAMS</u> whose identity is well-known or proved to me, personally appeared before me this <u>1</u> day of <u>MAY</u>, <u>2002</u>, at <u>RIDGWAY PA</u>, (Year) (City) (State) and signed this form.</p> <div style="text-align: center; margin-top: 20px;"> <u>Sara Smith</u> (Signature of certifying officer) <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: left; margin-right: 10px;">(OFFICIAL STAMP OR SEAL)</div> <div style="text-align: center;"> <u>MGR</u> (Title of certifying officer) <u>123 MAIN ST RIDGWAY PA</u> (Address) </div> </div> </div>	<p>I CERTIFY that _____ whose identity is well-known or proved to me, personally appeared before me this _____ day of _____, (Year) (City) (State) and signed this form.</p> <div style="text-align: center; margin-top: 20px;"> _____ (Signature of certifying officer) <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: left; margin-right: 10px;">(OFFICIAL STAMP OR SEAL)</div> <div style="text-align: center;"> _____ (Title of certifying officer) _____ (Address) </div> </div> </div>
Reserved for Identification Notations	
Customer Account Number and Date Established: _____ Identified by: _____ Documents – Descriptions: _____	Customer Account Number and Date Established: _____ Identified by: _____ Documents – Descriptions: _____

Sample PD F 4881

<small>For BPD or FRB use only: Customer Name</small>	<small>Customer No.</small>
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PD F 4881 E
Department of the Treasury
Bureau of the Public Debt
(Revised December 2001)

**APPLICATION FOR PAYMENT OF UNITED STATES SAVINGS
BONDS/NOTES AND/OR RELATED CHECKS IN AN AMOUNT NOT
EXCEEDING \$1,000 BY THE SURVIVOR OF A DECEASED OWNER
WHOSE ESTATE IS NOT BEING ADMINISTERED**

OMB No. 1535-0035

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.

PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank or Branch RICHMOND VA

1. I certify that GEORGE G GEORGE 123-45-6789
(Name of Decedent) (Social Security Number)
died on 03-05-02, at ANYTOWN VA, and did not leave a will.
(Month) (Day) (Year) (City) (State)
No legal representative has been appointed for the decedent's estate and no such appointment is pending.

2. The decedent was the owner of the bonds and/or related checks described below, and I hereby request payment to me as SON of the decedent. I further certify that a. ☒ I'm the only person entitled, or
(Show Relationship)
b. ☐ I'm requesting payment individually and on behalf of all other persons having an interest in the bonds and/or checks.

ISSUE DATE	FACE AMOUNT	BOND/CHECK NUMBER	INSCRIPTION <small>(Social security number, names, including middle names or initials, and addresses on the bonds)</small>
<u>11/85</u>	<u>500</u>	<u>D 96 000 000 EE</u>	<u>123-45-6789</u> <u>GEORGE G GEORGE</u> <u>123 4th ST</u> <u>ANYTOWN VA 12345</u>

(If you need more space, use a continuation sheet and attach it to this form.)

3. Signature and certification:

If the total amount exceeds \$100, you must wait until you are in the presence of a certifying officer to sign this form.

Sign Here <u>GREGORY G GEORGE</u> <small>(Applicant's Signature)</small>	GREGORY G GEORGE <small>(Type or Print Applicant's Name)</small>
Address <u>111 MAIN ST</u> <small>(Number and Street or Rural Route)</small>	<u>643-52-3100</u> <small>(Applicant's Social Security Number)</small>
<u>ANYTOWN VA 12345</u> <small>(City) (State) (ZIP Code)</small>	<u>804-123-4555</u> <small>(Daytime Telephone Number)</small>
E-Mail Address _____	

**Certifying Officer - If the total amount exceeds \$100, the individual must sign in your presence.
You must complete the certification and affix your stamp or seal.**

I CERTIFY that GREGORY G GEORGE, whose identity is well-known or proved to me, personally appeared before me this 20 day of JUNE, 2002,
(City) (State) (Month) (Year)
at ANYTOWN VA, and signed this form.
(City) (State)

**(OFFICIAL STAMP
OR SEAL)**

John Smith MANAGER, BANK USA
(Signature and title of certifying officer)

123 FIRST AVE
(Street address)

My commission expires _____
(For notaries only) (City) (State) (ZIP Code)

Sample PD F 5257

PD F 5257
Department of the Treasury
Bureau of the Public Debt
(Revised July 2003)

CHANGE OF ADDRESS NOTIFICATION FOR HH/H ACCOUNTS

COMPLETE THIS FORM TO REPORT A CHANGE OF ADDRESS FOR A SERIES HH/H ACCOUNT.
PLACE THE FORM IN AN ENVELOPE AND MAIL IT TO THE SAVINGS BOND PROCESSING SITE NEAREST YOU.
(SEE REVERSE SIDE FOR ADDRESSES.)

NAME	FIRST <i>SAMUEL</i>	MIDDLE INITIAL	LAST <i>SMITH</i>	
OLD ADDRESS	STREET NUMBER, STREET NAME <i>123 1ST AVENUE</i>		CITY <i>SOMETOWN</i>	STATE <i>MD</i>
			ZIP CODE <i>12345</i>	
NEW ADDRESS	STREET NUMBER, STREET NAME <i>234 2ND AVENUE</i>		CITY <i>SOMETOWN</i>	STATE <i>MD</i>
			ZIP CODE <i>12345</i>	
TELEPHONE NUMBER	AREA CODE <i>301</i>	TELEPHONE NUMBER <i>123-4567</i>	SOCIAL SECURITY NUMBER AS IT APPEARS ON THE BONDS OR ACCOUNT <i>123-45-6789</i>	
E-MAIL ADDRESS			YOUR SOCIAL SECURITY NUMBER <i>123-45-6789</i>	
SIGN YOUR NAME HERE	<i>Samuel Smith</i>			

Please visit our HH/H Internet Services at www.publicdebt.treas.gov/sav/sbhhbits.htm

E-mail us at SavBond1@bpd.treas.gov

See Back of Card for Taxpayer Identification and Privacy Act Notices

WHERE TO SEND - PD F 5257 should be sent to the Savings Bond Processing Site nearest you:

Buffalo Branch, FRB of New York
Fiscal Services Division
PO Box 961
Buffalo, NY 14240-0961
1-800-234-2931

FRB of Minneapolis
Savings Bond Services
PO Box 214
Minneapolis, MN 55480-0214
1-800-553-2663

FRB of Cleveland
Pittsburgh Branch
PO Box 299
Pittsburgh, PA 15230-0299
1-800-245-2804

FRB of Kansas City
PO Box 419440
Kansas City, MO 64141-6440
1-800-333-2919

FRB of Richmond
PO Box 85053
Richmond, VA 23285-5053
1-800-322-1909

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

NOTE: The furnishing of social security numbers is required by the governing regulations, i.e., Dept. Cir., No. 530, Cur. Revision, Public Debt Series No. 3-80. The numbers are used to maintain ownership records of the securities/bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority, and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction.

Sample PD F 5263

<p>▲ PD F 5263 Department of the Treasury Bureau of the Public Debt (Revised July 2001)</p>	<p>ORDER FOR SERIES EE U.S. SAVINGS BONDS</p>	<p>▲ OMB No. 1535-0084 Previous Editions Usable</p>																																											
PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS. SCANNABLE FORM — DO NOT WRITE OUTSIDE BOXES.																																													
<p>1. FULL NAME OF OWNER OR FIRST-NAMED COOWNER</p> <p>Name <u>DAVID WILLIAMS</u></p> <p>Social Security Number <u>123-45-6789</u></p>																																													
<p>2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN THE OWNER OR FIRST-NAMED COOWNER ABOVE</p> <p>Mail to: _____</p>																																													
<p>3. ADDRESS WHERE BONDS ARE TO BE MAILED</p> <p><u>123 FIRST STREET</u> (NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)</p> <p><u>BIGVILLE</u> <u>SC</u> <u>12345</u> (CITY OR TOWN) (STATE) (ZIP CODE)</p>																																													
<p>4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as <input type="checkbox"/> coowner <input type="checkbox"/> beneficiary:</p> <p>Name _____</p> <p>(Coownership will be assumed if neither or both blocks are checked.)</p>																																													
<p>5. BONDS ORDERED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Denom.</th> <th>Quantity</th> <th>Issue Price</th> <th>Total Issue Price</th> <th>FOR AGENT USE ONLY</th> </tr> </thead> <tbody> <tr> <td>\$ 50</td> <td></td> <td>X \$ 25.00 = \$</td> <td>, . 0 0</td> <td rowspan="8"></td> </tr> <tr> <td>\$ 75</td> <td></td> <td>X \$ 37.50 = \$</td> <td>, . 0 0</td> </tr> <tr> <td>\$ 100</td> <td></td> <td>X \$ 50.00 = \$</td> <td>, . 0 0</td> </tr> <tr> <td>\$ 200</td> <td><u>1</u></td> <td>X \$ 100.00 = \$</td> <td><u>100</u>, . 0 0</td> </tr> <tr> <td>\$ 500</td> <td></td> <td>X \$ 250.00 = \$</td> <td>, . 0 0</td> </tr> <tr> <td>\$ 1,000</td> <td></td> <td>X \$ 500.00 = \$</td> <td>, . 0 0</td> </tr> <tr> <td>\$ 5,000</td> <td></td> <td>X \$ 2,500.00 = \$</td> <td>, . 0 0</td> </tr> <tr> <td>\$ 10,000</td> <td></td> <td>X \$ 5,000.00 = \$</td> <td>, . 0 0</td> </tr> <tr> <td colspan="3">TOTAL ISSUE PRICE OF PURCHASE \$</td> <td><u>100</u></td> <td>AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT</td> </tr> </tbody> </table>			Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY	\$ 50		X \$ 25.00 = \$, . 0 0		\$ 75		X \$ 37.50 = \$, . 0 0	\$ 100		X \$ 50.00 = \$, . 0 0	\$ 200	<u>1</u>	X \$ 100.00 = \$	<u>100</u> , . 0 0	\$ 500		X \$ 250.00 = \$, . 0 0	\$ 1,000		X \$ 500.00 = \$, . 0 0	\$ 5,000		X \$ 2,500.00 = \$, . 0 0	\$ 10,000		X \$ 5,000.00 = \$, . 0 0	TOTAL ISSUE PRICE OF PURCHASE \$			<u>100</u>	AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT
Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY																																									
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TOTAL ISSUE PRICE OF PURCHASE \$			<u>100</u>	AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT																																									
<p>6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT</p> <p><u>11</u> <u>13</u> <u>03</u> (MO.) (DAY) (YR.)</p>																																													
<p>7. SIGNATURE</p> <p>PURCHASER'S SIGNATURE <u>David Williams</u></p> <p>PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print) _____</p> <p>STREET ADDRESS (If not shown above) _____ CITY _____ STATE _____ ZIP CODE _____</p>																																													
		<p>IF YOU NEED A GIFT CERTIFICATE, PLEASE ASK THE PERSON ACCEPTING THIS FORM TO PROVIDE ONE TO YOU.</p> <p><u>(803) 123-4567</u> DAYTIME TELEPHONE NUMBER</p>																																											
<p>5263 03 99 SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE</p>																																													
<p>FRB COPY</p>																																													

Sample PD F 5263-1

PD F 5263-1
Department of the Treasury
Bureau of the Public Debt
(Revised November 2001)

OMB No. 1535-0084

ORDER FOR SERIES EE U.S. SAVINGS BONDS TO BE REGISTERED IN NAME OF FIDUCIARY

PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS.

1. FIDUCIARY REGISTRATION (Due to space restrictions on savings bonds, information printed below may be abbreviated by the Federal Reserve Bank.)

Name HUNTER G BRACE OR DREAMA BRACE
CO-TR 4/D/T DTD 5-15-02

Social Security Number 123-45-6789 OR Taxpayer ID Number —

2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN FIDUCIARY ABOVE

Mail to:

3. ADDRESS WHERE BONDS ARE TO BE MAILED

202 BOTTLENECK WAY
(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)
PARKERSBURG WV 26106
(CITY OR TOWN) (STATE) (ZIP CODE)

4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as coowner beneficiary:

Name

(Coownership will be assumed if neither or both blocks are checked.)

5. BONDS ORDERED

Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY
\$ 50		X \$ 25.00 = \$		
\$ 75		X \$ 37.50 = \$		
\$ 100		X \$ 50.00 = \$		
\$ 200		X \$ 100.00 = \$		
\$ 500		X \$ 250.00 = \$		
\$ 1,000		X \$ 500.00 = \$		
\$ 5,000	<u>2</u>	X \$ 2,500.00 = \$	<u>5,000.00</u>	
\$ 10,000	<u>2</u>	X \$ 5,000.00 = \$	<u>10,000.00</u>	
TOTAL ISSUE PRICE OF PURCHASE		\$	<u>15,000.00</u>	

6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT 06 20 02
(MO.) (DAY) (YR.)

7. SIGNATURE

Hunter G. Brace
PURCHASER'S SIGNATURE

(304) 555-2200
PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print) DAYTIME TELEPHONE NUMBER

STREET ADDRESS (If not shown above) CITY STATE ZIP CODE

SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

Sample **PD F 5336** (Page 1 of 3)

For BPD or FRB use only: Case File Name	Case ID No.
--	-------------

PD F 5336
 Department of the Treasury
 Bureau of the Public Debt
 (Revised February 2000)

APPLICATION FOR DISPOSITION

 UNITED STATES SAVINGS BONDS/NOTES AND OR RELATED CHECKS OWNED BY DECEDENT
 WHOSE ESTATE IS BEING SETTLED WITHOUT ADMINISTRATION

OMB No. 1535-0118

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime punishable by imprisonment of not more than five years or a fine up to \$250,000, or both, under 18 U.S.C. 287, 18 U.S.C. 1001, and 18 U.S.C. 3571. Additionally, 31 U.S.C. 3729 provides for civil penalties for the maker of a false or fraudulent claim to the United States of an amount not less than \$5,000 and not more than \$10,000, plus treble the amount of the Government's damages as an additional sanction.

PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank or Branch at KANSAS CITY

"BONDS" IN THIS FORM ALSO
REFERS TO SAVINGS NOTES.

We, the undersigned, certify under penalty of perjury, that the information provided herein is true and correct to the best of our knowledge and belief:

1. ELIZABETH WESTON (hereinafter called **decedent**)
(NAME OF DECEASED OWNER - If more than one person named on bonds, the person WHO DIED LAST.)

123 - 45 - 6789 died on 04 - 20 - 2001 at RAYTOWN MO
(Social Security Number) Month Day Year (Place of Death)

his/her last legal residence was in the State of MO and no legal representative of said decedent's estate has been appointed by any court and no such appointment is pending or contemplated.

FRANK WESTON died on 07 - 14 - 1998
(NAME of other person, if any, on bonds WHO DIED FIRST.) Month Day Year

PROOF OF DEATH IS REQUIRED - SEE ITEM 1, PAGE 5, FOR DETAILED INSTRUCTIONS.

2. ☐ Check this block if the decedent left a will and **ATTACH A CERTIFIED COPY OF THE DECEDENT'S WILL.** (See Instruction 2.) The undersigned certify that if a copy of a will is attached hereto, it is a true and correct copy of the said decedent's will.

3. (a) The gross value of the decedent's entire personal estate was \$ 3,000, which includes the bonds and/or checks described in Item 7.

(b) (For use ONLY in community property states.) The bonds and/or checks listed in Item 7 of this application were

☐ Community Property
 ☐ Separate Property

4. The expenses of the decedent's last illness and burial, and all other unsecured debts, { ☒ have been ☐ have not been paid in full. Those not paid in full are noted below in Item 5. (See Instruction 4.)

5. The following are ALL the persons having an interest in the estate of the decedent, including heirs and legatees (persons named in a will) if the decedent left a will, all unpaid creditors, and all other persons required by Instruction 5 to be listed.

Name	Age	Relationship or Basis of Interest	Street Address or Rural Route	City	State
TRACY WESTON	34	DAUGHTER	24 LYNN ST	RAYTOWN	MO
ROBBIE WESTON	27	SON	375 ELM ST	RAYTOWN	MO
TOMMY WESTON	22	SON	123 1 ST AVE	RAYTOWN	MO

6. The persons listed in Item 5 who are under legal disability (See Instruction 6) are:


Name of Heir or Legatee (If none under disability insert "None")	Legal Disability	Name of Representative	Capacity

For instructions guideline, see page C-59.

7. We request and agree to distribution of the bonds and/or checks in accordance with the schedules below. We further request and agree that any interest which is or may become due on the bonds described, as well as any bond which has reached final maturity or will reach final maturity within one month of the transaction, be paid to the respective distributees.

Taxpayer Identifying Number		DENOMINATION OR VALUE	BOND (OR CHECK) SERIAL NUMBER
987-65-4321 (Social Security Number)	or []-[]-[]-[]-[]-[]-[]-[]-[]-[] (Employer Identification Number)	\$ 1,000	M 729 843 125
To: <u>TRACY WESTON</u>		\$	
Who Requests	<input checked="" type="checkbox"/> Payment or <input type="checkbox"/> Reissue	\$	
	<input type="checkbox"/> In Full or <input type="checkbox"/> To the Extent of <u>1/3</u> (Amount, fractional share, or percentage)	\$	
With:	<input type="checkbox"/> As Coowner	\$	
	<input type="checkbox"/> As Beneficiary	\$	
Delivery instructions for bonds or checks <u>24 LYNN ST</u>		\$	
<u>RAYTOWN MO 12345</u>		\$	
Taxpayer Identifying Number		\$ 1,000	M 729 843 125
999-99-9999 (Social Security Number)	or []-[]-[]-[]-[]-[]-[]-[]-[]-[] (Employer Identification Number)	\$	
To: <u>ROBBIE WESTON</u>		\$	
Who Requests	<input checked="" type="checkbox"/> Payment or <input type="checkbox"/> Reissue	\$	
	<input type="checkbox"/> In Full or <input type="checkbox"/> To the Extent of <u>1/3</u> (Amount, fractional share, or percentage)	\$	
With:	<input type="checkbox"/> As Coowner	\$	
	<input type="checkbox"/> As Beneficiary	\$	
Delivery instructions for bonds or checks <u>375 ELM ST</u>		\$	
<u>RAYTOWN MO 12345</u>		\$	
Taxpayer Identifying Number		\$ 1,000	M 729 843 125
888-88-8888 (Social Security Number)	or []-[]-[]-[]-[]-[]-[]-[]-[]-[] (Employer Identification Number)	\$	
To: <u>TOMMY WESTON</u>		\$	
Who Requests	<input checked="" type="checkbox"/> Payment or <input type="checkbox"/> Reissue	\$	
	<input type="checkbox"/> In Full or <input type="checkbox"/> To the Extent of <u>1/3</u> (Amount, fractional share, or percentage)	\$	
With:	<input type="checkbox"/> As Coowner	\$	
	<input type="checkbox"/> As Beneficiary	\$	
Delivery instructions for bonds or checks <u>123 1ST AVE</u>		\$	
<u>RAYTOWN MO 12345</u>		\$	

(2)

 For instructions guideline, see page C-59.

SEE ITEMS 7(d) (v) AND (vi) ON PAGE 6 OF INSTRUCTIONS CONCERNING ADDITIONAL REQUIREMENTS FOR THE REISSUE OF SERIES HH/H SAVINGS BONDS.

8. Special Explanations _____

9. The undersigned hereby agree to the distribution of the bonds and/or checks as indicated above. We hereby bind ourselves, our heirs, successors and assigns, to hold the United States harmless on account of the payment or reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. The undersigned hereby consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the above-described bonds or checks.

Signatures of Applicants:

Signature <u>Tracy Weston</u>	Daytime Telephone No. <u>777-777-7777</u>	Signature _____	Daytime Telephone No. _____
Signature <u>Robbie Weston</u>	Daytime Telephone No. <u>111-111-1111</u>	Signature _____	Daytime Telephone No. _____
Signature <u>Tommy Weston</u>	Daytime Telephone No. <u>222-222-2222</u>	Signature _____	Daytime Telephone No. _____

(ALL SIGNATURES MUST BE CERTIFIED - SEE ITEM 10 ON PAGE 6)

Applicant to contact: TRACY WESTON 777-777-7777 if additional information is necessary.
(Name and Daytime Telephone No.)

10. Certifications

I CERTIFY that TRACY WESTON, whose identity (or the identity of each of whom) is well-known or proved to me, personally appeared before me this 01 day of MAY, 2002, at RAYTOWN MO, affirmed that the statements in this application are true, and signed it, each acknowledging it to be his or her free act and deed.

(OFFICIAL STAMP
OR SEAL)

Sally Smith AVP
(Signature and title of certifying officer)
BANK USA 123 MAIN ST RAYTOWN MO
(Address)

I CERTIFY that ROBBIE WESTON, whose identity (or the identity of each of whom) is well-known or proved to me, personally appeared before me this 01 day of MAY, 2002, at RAYTOWN MO, affirmed that the statements in this application are true, and signed it, each acknowledging it to be his or her free act and deed.

(OFFICIAL STAMP
OR SEAL)

Sally Smith AVP
(Signature and title of certifying officer)
BANK USA 123 MAIN ST RAYTOWN MO
(Address)


I CERTIFY that TOMMY WESTON, whose identity (or the identity of each of whom) is well-known or proved to me, personally appeared before me this 01 day of MAY, 2002, at RAYTOWN MO, affirmed that the statements in this application are true, and signed it, each acknowledging it to be his or her free act and deed.

(OFFICIAL STAMP
OR SEAL)

Sally Smith AVP
(Signature and title of certifying officer)
BANK USA 123 MAIN ST RAYTOWN MO
(Address)

(SEE NEXT PAGE FOR ADDITIONAL CERTIFICATIONS)

(3)

 For instructions guideline, see page C-59.

PD F 1455

Instructions

Request by Fiduciary for Reissue of United States Savings Bonds/Notes

This guide is provided to assist you in helping fiduciaries (legal representatives) of estates of bondowners complete PD F 1455 to request reissue of United States Savings Bonds. References in this guide to "bonds" means bonds of any series. Instructions for completing PD F 1455 are also printed on the form.

PD F 1455 is for use by one or more individual or corporate fiduciaries (i.e., executor of the will, administrator of the estate, trustee under a will or agreement, guardian of an estate of a minor or incompetent person, etc.) to request reissue of bonds, other than I Bonds, as follows:

- (a) in the name of the person lawfully entitled by reason of: (i) distribution of the estate of a deceased bondowner; (ii) termination of a trust; (iii) attainment of majority by minor; or restoration to competency;
- (b) to show the name of a guardian or similar representative of the estate of a minor or incompetent bondowner;
- (c) to show the name of the executor under the will or the administrator of the estate of the deceased bondowner; or
- (d) to substitute the name of the fiduciary who has succeeded the fiduciary named on the bonds.

For I Bonds, PD F 1455 is for use by one or more individual or corporate fiduciaries (i.e., executor of the will, administrator of the estate, trustee under a will or agreement, etc.) to request reissue as follows:

- (a) in the name of the person lawfully entitled by reason of: (i) termination of a trust; (ii) attainment of majority by minor; or (iii) restoration to competency;
- (b) to substitute the name of the fiduciary who has succeeded the fiduciary named on the bonds.

I Bonds may **not** be registered to show the name and fiduciary title of the executor or administrator of a deceased owner's estate. To name a guardian or similar representative of the estate of a minor or incompetent owner for I Bonds, use PD F 5386.

A separate PD F 1455 should be completed for each series of bonds submitted for reissue and/or each new registration requested.

If Reissue is Requested to:

Then Take this Action:

1. Name person lawfully entitled:

Note: If the original bonds are in coowner or beneficiary form and both persons are deceased, the legal representative of the last deceased person should request the reissue. Certified copies of the death certificates of both deceased persons must be furnished to establish the order of death.

Complete PD F 1455, as follows:

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount in the space above the description block.
- (b) Item No. 1. Describe bond(s).
- (c) Item No. 2. Show the amount of the bonds described that are to be reissued in the name of the person entitled. If the person is entitled to all of the bonds described on the form, insert the same amount as shown in (a) above. However, if a \$1000 bond is described on the form but the person named is entitled to only one-half of that bond, show \$500. A separate PD F 1455 should be completed for the remaining \$500 of the bond.
- (d) Item No. 2. Insert the full name, address, and social security number of the person entitled. No coowner or beneficiary can be shown, unless the person entitled is the legal representative who is signing the request. To name a coowner or beneficiary, the person entitled must complete a PD F 4000 or for I Bonds, PD F 5387, describing the same bonds. To cash the bonds, the person entitled must sign the request for payment on the back of each bond and have the signature certified. *Note:* For Series H/HH bonds, the new owner or new principal coowner must complete an IRS form W-9, unless submitting a September 1983 or later revision of PD F 4000. For HH bonds issued October 1989 and later, a SF 1199A or PD F 5396 is also required.

PD F 1455

Instructions *(continued)*

If Reissue is Requested to:	Then Take this Action:
	<ul style="list-style-type: none">(e) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.(f) Item No. 3. Insert the reason for the request, e.g., distribution of estate, termination of trust, etc.(g) Item No. 4. Each executor, administrator, or trustee must sign in his/her fiduciary capacity. A corporate fiduciary must include the name of the corporation, followed by the name and title of an authorized officer. Signatures should be written in the presence of an authorized officer who should then document the identification used and complete the certification.(h) Letters of appointment of the legal representative, currently dated and certified under seal of the court having jurisdiction, will be required.(i) Send bond(s), PD F 1455, any other forms, and evidence to your servicing FRB.
<p>2. Name a guardian, custodian, or similar representative of the estate of a minor, incompetent person, or other ward.</p> <p><i>For 1 Bonds, use PD F 5386</i></p>	<p>Complete PD F 1455, as follows:</p> <ul style="list-style-type: none">(a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount in the space above the description block.(b) Item No. 1. Describe bond(s).(c) Item No. 2. Show the amount of the bonds described that are to be reissued in the name of the guardian, custodian, etc.(d) Item No. 2. Insert the new registration, e.g., "_____, guardian of the estate of _____, a minor". Also insert the address. The social security number of the minor, incompetent person or other ward should be shown. No coowner or beneficiary can be added. However, if the bonds being submitted have a living coowner or beneficiary named on them, that person's name must remain on the bonds. If such person is deceased, a certified copy of the death certificate is required. <i>Note:</i> For Series H/HH bonds, if the ward is the principal coowner, the guardian must complete an IRS form W-9 on behalf of the ward. For Series HH, bonds issued October 1989 and later, a SF 1199A or PD F 5396 is also required.(e) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.(f) Item No. 3. Insert the reason for the request, e.g., appointment of guardian.(g) Item No. 4. Each guardian* or other representative must sign in his/her guardianship capacity. A corporate representative must include the name of the corporation, followed by the name and title of an authorized officer. Signatures should be written in the presence of an authorized officer who should then document the identification used and complete the certification. <p>* <i>Note:</i> If a representative of a deceased owner's estate or the trustee of a trust estate is making distribution, that representative must sign the PD F 1455 and furnish evidence of his/her appointment. In this case, if both persons named on the bonds being submitted are deceased, copies of their death certificates will be required. Under some circumstances, additional information or evidence may be required.</p> <ul style="list-style-type: none">(h) Letters of appointment of the guardian, custodian or other representative, currently dated and certified under seal of the court having jurisdiction, will be required.(i) Send bond(s), PD F 1455, any other forms, and evidence to your servicing FRB.

PD F 1455

Instructions *(continued)*

If Reissue is Requested to:

Then Take this Action:

3. Name an executor, administrator, trustee, or similar representative, or executor's successor, etc.

*I bonds **may** not be registered to show the name and fiduciary title of the executor or administrator of a deceased owner's estate.*

Complete PD F 1455, as follows:

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount in the space above the description block.
- (b) Item No. 1. Describe bond(s).
- (c) Item No. 2. Show the amount of the bonds described that are to be reissued in the name of the executor, administrator, etc.
- (d) Item No. 2. Insert the new registration, e.g., "_____, executor under the will of _____, deceased". Also insert the address. The taxpayer identifying number assigned to the estate should be shown. No coowner or beneficiary can be added. *Note:* For Series H/HH bonds, the executor, trustee, etc., must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A or PD F 5396 is also required.
- (e) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- (f) Item No. 3. Insert the reason for the request, e.g., distribution of estate, appointment of successor trustee, etc.
- (g) Item No. 4. Each representative making the request must sign in his/her fiduciary capacity. A corporate representative must include the name of the corporation, followed by the name and title of an authorized officer. Signatures should be written in the presence of an authorized officer who should then document the identification used and complete the certification.
- (h) Letters of appointment of the representative making the request, currently dated and certified under seal of the court having jurisdiction, will be required.
- (i) Send bond(s), PD F 1455, any other forms, and evidence to your servicing FRB.

PD F 1851 Instructions

Request for Reissue of United States Savings Bonds in Name of Trustee of Personal Trust Estate

This guide is provided to assist you in helping bondowners complete PD F 1851 to request reissue of United States Savings Bonds. References in this guide to "bonds" means bonds of any series. The terms "creator", "trustor", "maker", "donor", "grantor", and "settler" all refer to the individual(s) who created the trust. Instructions for completing PD F 1851 are also printed on the form.

PD F 1851 is for the purpose of requesting reissue in the name of a trustee of a personal trust estate. However, the bondowner(s) should be advised to read the *Tax Liability* paragraphs on page 3 before completing the form, as the reissue may require the reporting of interest for the year of reissue. A separate form should be completed for each series of bonds submitted for reissue and/or each new registration requested.

Note: If any Series H/HH bonds are included in the request, and the creator of the trust has been notified by IRS that he/she or the trust estate is subject to backup withholding, the applicable statements immediately above the signature should be crossed out. Also, if an EIN is furnished, the trustee (if other than the owner) must sign the PD F 1851 or submit an IRS form W-9. For any Series HH bonds issued October 1989 and later, a SF 1199A or PD F 5396 must be completed by the trustee and submitted with the PD F 1851.

If Reissue is Requested by: Then Take this Action:

1. Single owner on bonds.

Complete PD F 1851 as follows:

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount.
- (b) Item No. 1. Describe the bonds.
- (c) Item No. 2. Insert the name(s) of the grantor(s).
- (d) Item No. 2. Insert the name(s) of the trustee/co-trustees.
- (e) Item No. 2. Show the month, day and year the trust was created.
- (f) Item No. 2. Insert the taxpayer identification number assigned to the trust.
- (g) Item No. 2. Insert the name(s) of the beneficiary of the trust.
- (h) Item No. 3. The owner must check either 3 a. or 3 b. (Checking 3 b. will result in a tax liability for the owner).
- (i) Item No. 4. Insert the new registration including the address and the social security number or the employer identification number assigned to the trust. (The name(s) of the trustee(s), name(s) of the creator(s), and the date the trust was created should be shown).
- (j) Item No. 5. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- (k) Item No. 5. Have the bond owner sign and insert his/her home address, social security and telephone numbers. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification.
- (l) Send the bond(s), PD F 1851, and any other forms to your servicing FRB.

2. Coowner(s) on bonds.

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount.
- (b) Item No. 1. Describe the bonds.
- (c) Item No. 2. Insert the name(s) of the grantor(s).
- (d) Item No. 2. Insert the name(s) of the trustee/co-trustees.
- (e) Item No. 2. Show the month, day and year the trust was created.
- (f) Item No. 2. Insert the taxpayer identification number assigned to the trust.

PD F 1851

Instructions *(continued)*

If Reissue is Requested by:

Then Take this Action:

- (g) Item No. 2. Insert the name(s) of the beneficiary of the trust.
- (h) Item No. 3. The coowners must check either 3 a. or 3 b. (Checking 3 b. will result in a tax liability). If 3 b. was checked, provide the name and social security number of the principal coowner.
- (i) Item No. 4. Insert the new registration including the address and the social security number or the employer identification number assigned to the trust. (The name(s) of the trustee(s), name(s) of the creator(s), and the date the trust was created should be shown).
- (j) Item No. 5. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- (k) Item No. 5. Have both coowners sign and insert their home addresses, social security numbers and telephone numbers. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification.
- (l) Send the bond(s), PD F 1851, and any other forms to your servicing FRB.

3. Owner of beneficiary bonds or by beneficiary, if the owner is deceased.

Complete PD F 1851, as follows:

- a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount.
- b) Item No. 1. Describe the bonds.
- c) Item No. 2. Insert the name(s) of the grantor(s).
- d) Item No. 2. Insert the name(s) of the trustee/co-trustees.
- e) Item No. 2. Show the month, day and year the trust was created.
- f) Item No. 2. Insert the taxpayer identification number assigned to the trust.
- g) Item No. 2. Insert the name(s) of the beneficiary of the trust.
- h) Item No. 3. The applicant must check either 3 a. or 3 b. (Checking 3 b. will result in a tax liability for the applicant).
- i) Item No. 4. Insert the new registration including the address and the social security number or the employer identification number assigned to the trust. (The name(s) of the trustee(s), name(s) of the creator(s), and the date the trust was created should be shown).
- j) Item No. 5. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- k) Item No. 5. Have both the owner and the beneficiary of the Series E and H bonds sign and insert their home addresses, social security numbers and telephone numbers. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification. For Series E/EE bonds, the beneficiary need not sign, unless he/she is the applicant. If either person whose signature is required is deceased, a certified copy of his/her death certificate must be furnished.
- l) Send the bond(s), PD F 1851, and any other forms to your servicing FRB.

PD F 1938

Instructions

Request for Reissue of United States Savings Bonds to remove name of one or more living registrants

This guide is provided to assist you in helping bondowners complete PD F 1938 to request reissue of United States Savings Bonds. References in this guide to "bonds" means bonds of any series. Instructions for completing PD F 1938 are also printed on the form.

PD F 1938 is used to remove one or more living registrants, but ONLY if they are related to each other by blood (including legal adoption) or marriage. However, registrants should be advised to read the *Tax Liability* statement on page 1 before completing the form, as the reissue may require the reporting of interest for the year of reissue. A separate form should be completed for each series of bonds submitted for reissue and/or each new registration requested.

If Reissue is Requested to:	Then Take this Action:
1. Eliminate owner and reissue to new owner.	<p>Complete PD F 1938, as follows:</p> <ul style="list-style-type: none">(a) Item No. 1. Total the face amount of bonds to be described on the form and insert this amount.(b) Item No. 1. Describe the bonds being submitted.(c) Item No. 2. Insert the name of the new owner, his/her social security number, and address. If a coowner or beneficiary is to be added, check the appropriate designation and insert that person's name. <i>Note:</i> For Series H/HH bonds, the new owner must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, the new owner must also complete a SF 1199A.(d) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.(e) Item No. 3. Have the present bondowner sign on the designated line and insert his/her home address and social security number. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification.(f) Send bond(s), PD F 1938, and any other forms to your servicing FRB.
2. Eliminate owner and name a guardian or similar representative for estate of a minor or incompetent person.	<p>Complete PD F 1938, as follows:</p> <ul style="list-style-type: none">(a) Item No. 1. Total the face amount of bonds to be described on the form and insert this amount.(b) Item No. 1. Describe the bonds being submitted.(c) Item No. 2. Insert the name of _____, guardian of the estate of _____, a _____, the social security number of the minor or incompetent person, and address. No coowner or beneficiary can be added. <i>Note:</i> For Series H/HH bonds, the guardian must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, the guardian must also complete a SF 1199A.(d) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.(e) Item No. 3. Have the present bondowner sign on the designated line and insert his/her home address and social security number. The form must be signed in the presence of an authorized certifying

If Reissue is Requested to:	Then Take this Action:
	<p>officer, who should then complete the certification.</p> <p>(f) Send bond(s), PD F 1938, and any other forms to your servicing FRB.</p>
<p>3. Eliminate owner and name a custodian under a gift to minors statute or Uniform Transfers to Minors Act.</p>	<p>Complete PD F 1938, as follows:</p> <p>(a) Item No. 1. Total the face amount of bonds to be described on the form and insert this amount.</p> <p>(b) Item No. 5. Describe the bonds being submitted.</p> <p>(c) Item No. 2. Insert the name of _____, as custodian for _____ under the _____ Uniform Gifts to Minors Act, or Uniform Transfers to Minors Act, as appropriate, the social security number of the minor, and address. No coowner or beneficiary can be added. <i>Note:</i> For Series H/HH bonds, the new custodian must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A is also required.</p> <p>(d) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.</p> <p>(e) Have the present bondowner sign on the designated line and insert his/her home address and social security number. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification.</p> <p>(f) Send bond(s), PD F 1938, and any other forms to your servicing FRB.</p>
<p>4. Eliminate owner and name beneficiary as owner.</p>	<p>Complete PD F 1938, as follows:</p> <p>(a) Item No. 1. Total the face amount of the bonds to be described on the form and insert this amount.</p> <p>(b) Item No. 1. Describe the bonds being submitted.</p> <p>(c) Item No. 2. Insert the name of the beneficiary as the new owner, his/her social security number, and address. A coowner or beneficiary can be named by the owner being eliminated. <i>Note:</i> For Series H/HH bonds, the new owner must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A is also required.</p> <p>(d) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.</p> <p>(e) Item No. 3. Have the present bondowner sign on the designated line and insert his/her home address and social security number. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification.</p> <p>(f) Send bond(s), PD F 1938, and any other forms to your servicing FRB.</p>
<p>5. Eliminate owner and name the other party to a divorce, legal separation, or annulment of marriage, which occurred after the bonds were issued.</p>	<p>Complete PD F 1938, as follows:</p> <p>(a) Item No. 1. Total the face amount of bonds to be described on the form and insert this amount.</p> <p>(b) Item No. 1. Describe the bonds being submitted.</p> <p>(c) Item No. 2. Insert the name of the new owner, his/her social security number, and address. <i>Note:</i></p>

If Reissue is Requested to:	Then Take this Action:
	<p>For Series H/HH bonds, the new owner must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A is also required.</p> <p>(d) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.</p> <p>(e) Item No. 3. Have the present bondowner sign on the designated line and insert his/her home address and social security number. The form must be signed in the presence of an authorized certifying officer, who should then complete the certification.</p> <p>(f) Send bond(s), PD F 1938, and any other forms to your servicing FRB.</p>
<p>6. Eliminate one coowner and reissue in name of other coowner. One of the following conditions may apply:</p> <p>(a) Adjust holdings;</p> <p>(b) One coowner has married since issue of bonds; or</p> <p>(c) Coowners have been divorced, legally separated, or marriage has been annulled.</p>	<p>Complete PD F 1938, as follows:</p> <p>(a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount.</p> <p>(b) Item No. 1. Describe the bonds being submitted.</p> <p>(c) Item No. 2. Insert the social security number of the new owner or first-named coowner. <i>Note:</i> For Series H/HH bonds, the new owner or new principal coowner must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A is also required.</p> <p>(d) Item No. 2. Insert the name and address of the person to be named on the new bonds. If a coowner or beneficiary is to be named, insert the name on the line provided and check the appropriate designation.</p> <p>(e) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.</p> <p>(f) Have both coowners sign and insert their addresses, social security and telephone numbers. Each coowner should sign in the presence of an authorized certifying officer, who should then complete the certification.</p> <p><i>Note:</i> If the request is solely to eliminate the name of one coowner, only that coowner need sign the request. If the name of a coowner has changed, he or she should sign "_____, changed by _____ from _____".</p> <p>(g) Send bond(s), PD F 1938, and any other forms to your servicing FRB.</p>
<p>7. Eliminate coowner(s) and reissue in name of individual who is related to either coowner. This individual may be named as: (a) single owner; (b) owner with one of the original coowners as beneficiary; (c) or a new coowner with one of the original coowners.</p>	<p>Complete PD F 1938, as follows:</p> <p>(a) Item No. 1. Total the face amount of all of the bonds to be described on the form and insert this amount.</p> <p>(b) Item No. 1. Describe the bonds being submitted.</p> <p>(c) Item No. 2. Insert the social security number of the new owner or first-named coowner. <i>Note:</i> For Series H/HH bonds, the new owner or new principal coowner must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A is also required.</p> <p>(d) Item No. 2. Insert the name and address of the person to be named on the new bonds. If a coowner</p>

If Reissue is Requested to:	Then Take this Action:
	<p>or beneficiary is to be named, insert the name on the line provided and check the appropriate designation.</p> <p>(e) Item No. 5. Insert the mailing address for the new bonds, if different from that shown on the bonds.</p> <p>(f) Have both coowners sign and insert their addresses, social security and telephone numbers. Each coowner should sign in the presence of an authorized certifying officer, who should then complete the certification.</p> <p>(g) Send bond(s) , PD F 1938, and any other forms to your servicing FRB.</p>
<p>8. Eliminate coowner(s) to reissue to:</p> <p>(a) promote a minor coowner to sole owner;</p> <p>(b) a custodian for a minor under a statute authorizing gifts to minors provided the minor is related to one of the coowners by blood or marriage; or</p> <p>(c) a legal guardian or similar representative appointed for the estate of the minor or incompetent person.</p>	<p>Complete PD F 1938, as follows:</p> <p>(a) Item No. 1. Total the face amount of all of the bonds to be described on the form and insert this amount.</p> <p>(b) Item No. 1. Describe the bonds.</p> <p>(c) Item No. 2. Insert the social security number of the minor or incompetent person.</p> <p><i>Note:</i> For Series H/HH bonds, the new owner or someone on his/her behalf must complete an IRS form W-9. For Series HH bonds issued October 1989 and later, a SF 1199A is also required.</p> <p>(d) Item No. 2. Insert the name of the minor, if he/she is being promoted to sole owner, or the registration for gifts to minors or guardianship. Insert the address of the minor, custodian or legal guardian. <i>Note:</i> No coowner or beneficiary can be named on the new bonds.</p> <p>(e) Item No. 2. Insert the mailing address for the new bonds, if different from that shown on the bonds.</p> <p>(f) Have both* coowners sign and insert their addresses, social security and telephone numbers. Each coowner should sign in the presence of an authorized certifying officer, who should then complete the certification.</p> <p><i>* Note:</i> If the minor or incompetent person is named on the bonds being submitted, only the adult coowner need sign the request.</p> <p>(g) Send bond(s), PD F 1938, and any other forms to your servicing FRB.</p>

PD F 4000

Instructions

Request for Reissue of United States Savings Bonds (Add Beneficiary or Coowner, Remove Beneficiary or Decedent, Show Change of Name, and/or Correct Error in Registration)

This guide is provided to assist you in helping bondowners complete PD F 4000 to request reissue of United States Savings Bonds. References in this guide to "bonds" means bonds of any series. Instructions for completing PD F 4000 are also printed on the form.

PD F 4000 is a multi-purpose form for requesting reissue. A separate form should be completed for each series of bonds submitted for reissue and/or each new registration requested. PD F 4000 can be used for the following purposes:

- | | |
|-------------------------------------|--------------------------------------|
| (1) add a coowner or a beneficiary | (4) name the surviving owner |
| (2) change a beneficiary to coowner | (5) change a name |
| (3) eliminate a living beneficiary | (6) correct an error in registration |

Note: Several different reissues can be completed at one time by using this form. For example, a person can change his/her name, correct an error in registration, eliminate a living beneficiary or a deceased owner, coowner, or beneficiary, and add a new coowner or beneficiary. When PD F 4000 is used for multiple purposes, each appropriate item must be checked.

If Reissue is Requested to:

Then Take this Action:

1. Add a coowner or beneficiary

Complete PD F 4000, as follows:

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount on the line above the description block.
- (b) Item No. 1. Describe the bond(s).
- (c) Item No. 2. Check item a.
- (d) Item No. 3. Insert the social security number of the new principal owner, i.e., the owner or first-named coowner.
- (e) Item No. 3. Show owner's name, address and social security number.
- (f) Item No. 3. Show the name of the new coowner or beneficiary in space provided and check appropriate designation.
- (g) Item No. 4. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- (h) Item No. 5. Have the owner sign on page 2 and insert his/her social security number and home address. The form should be signed in the presence of an authorized officer, who should then complete the certification. Note: For Series HH bonds issued October 1989 and later, a PD F 5396 or SF 1199 A is required.
- (i) Send bond(s), PD F 4000, and any other forms to your servicing FRB.

2. Change the beneficiary to coowner

Complete PD F 4000, as follows:

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount on the line above the description block.
- (b) Item No. 1. Describe the bond(s).
- (c) Item No. 2. Check item b.
- (d) Item No. 3. Insert the social security number of the new principal owner, i.e., the owner or first-named coowner.
- (e) Item No. 3. Show owner's name, address and social security number.
- (f) Item No. 3. Show the name of the original beneficiary in the space provided and check coowner.
- (g) Item No. 4. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- (h) Item No. 5. Have the owner sign on page 2 and insert his/her social security number and home address. The form should be signed in the presence of an authorized officer, who should then complete the certification. Note: For Series HH bonds issued October 1989 and later, a PD F 5396 or SF 1199 A is required.
- (i) Send bond(s), PD F 4000, and any other forms to your servicing FRB.

PD F 4000

Instructions *(continued)*

If Reissue is Requested to:

Then Take this Action:

3. Eliminate a living beneficiary

Complete PD F 4000, as follows:

- a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount on the line above the description block.
- b) Item No. 1. Describe the bond(s).
- c) Item No. 2. Check item c.
- d) Item No. 3. Insert the social security number of the new principal owner, i.e., the owner or first-named coowner.
- e) Item No. 3. Show the owner's name, address, and social security number.
- f) Item No. 3. Show name of new coowner or beneficiary, if requested, and check appropriate designation.
- g) Item No. 4. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- h) Item No. 5. Have the owner sign on page 2 and insert his/her social security number and home address. The form should be signed in the presence of an authorized officer, who should then complete the certification. Note: For Series HH bonds issued October 1989 and later, a PD F 5396 or SF 1199 A is required.
- i) Item No. 5. If bond is Series E or H, the beneficiary must give consent by signing on page 2 of PD F 4000 in presence of certifying officer, who must then complete the certification.
- j) Send bond(s), PD F 4000, and any other forms to your servicing FRB.

4. Name the surviving owner

Complete PD F 4000, as follows:

- a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount on the line above the description block.
- b) Item No. 1. Describe the bond(s).
- c) Item No. 2. Check item d.
- d) Item No. 3. Insert the social security number of the new principal owner, i.e., the owner or first-named coowner.
- e) Item No. 3. Show the owner's name, address, and social security number (must be surviving owner).
- f) Item No. 3. If a coowner or beneficiary is to be added, show the name in the space provided and check the appropriate designation.
- g) Item No. 4. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- h) Item No. 5. Have the owner sign on page 2 and insert his/her social security number and home address. The form should be signed in the presence of an authorized officer, who should then complete the certification. Note: For Series HH bonds issued October 1989 and later, a PD F 5396 or SF 1199 A is required.
- i) A certified copy of the decedent's death certificate must be furnished.
- j) Send bond(s), PD F 4000, any other forms, and the death certificate to your servicing FRB.

PD F 4000

Instructions *(continued)*

If Reissue is Requested to:

Then Take this Action:

5. Change a name by marriage, divorce, adoption, etc.

Complete PD F 4000, as follows:

- a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount on the line above the description block.
- b) Item No. 1. Describe the bond(s).
- c) Item No. 2. Check item e. and indicate reason for change of name. Furnish explanation if "other" is checked.
- d) Item No. 3. Insert the social security number of the new principal owner, i.e., the owner or first-named coowner.
- e) Item No. 3. Show the owner's new name in the appropriate space.
- f) Item No. 4. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- g) Item No. 5. Have the person whose name has been changed sign both names in Item 5 on page 2 and insert his/her social security number and home address. The form should be signed in the presence of an authorized officer, who should then complete the certification. Note: For Series HH bonds issued October 1989 and later, a PD F 5396 or SF 1199 A is required.
- h) Send bond(s), PD F 4000, and any other forms to your servicing FRB.

6. Correct an error in registration

Complete PD F 4000, as follows:

- (a) Item No. 1. Total the face amount of all the bonds to be described on the form and insert this amount on the line above the description block.
- (b) Item No. 1. Describe the bond(s).
- (c) Item No. 2. Check item f and furnish information requested in (1), (2), and (3).
- (d) Item No. 3. Insert the social security number of the new principal owner, i.e., the owner or first-named coowner.
- (e) Item No. 3. Show correct registration in appropriate space.
- (f) Item No. 4. Insert the mailing address for the new bonds, if different from that shown on the bonds.
- (g) Item No. 5. Have person who purchased the bond sign in item 5 on page 2 and insert his/her social security number and home address. The form should be signed in the presence of an authorized officer, who should then complete the certification. If purchaser and person whose funds were used are different, both should sign in presence of certifying officer, who should then complete the certification. Note: For Series HH bonds issued October 1989 and later, a PD F 5396 or SF 1199 A is required.
- (h) Send bond(s), PD F 4000, and any other forms to your servicing FRB.

PD F 5336

Instructions

Application for Disposition of United States Savings Bonds/Notes and/or Related Checks Owned by Decedent Whose Estate Is Being Settled Without Administration (Probate)

This guide is provided to assist you in helping heirs of deceased bondowners and/or other parties having an interest in the decedent's estate complete PD F 5336 to request payment or reissue of United States Savings Bonds. References in this guide to "bonds" means bonds of any series. Instructions for completing PD F 5336 are also printed on the form.

PD F 5336 may be used to settle the estate of a deceased bondowner without formal probate proceedings, provided that:

he/she is not survived by a coowner or beneficiary;

- (a) no legal representative has been or will be appointed for his/her estate;
- (b) there is an agreement and request by all the persons with an interest in the estate;
- (c) the interests of any minor or incompetent persons in the estate are protected; and
- (d) the total redemption value of the bonds is \$100,000 or less.

Persons with an interest in an estate are: (i) heirs (under state law); (ii) legatees named in the decedent's will whether or not probated; (iii) creditors; and (iv) executor named in the will. The form should be completed by the interested parties of the deceased bondowner's estate, who may request payment and/or reissue of the bonds.

Complete PD F 5336 as follows:

Item No. 1	Insert the name of the deceased bondowner, his/her social security number, date of death, place of death, and the state of his/her legal residence at the time of death. If the bonds show the name of a deceased coowner or beneficiary, also insert that person's name and date of death.
Item No. 2	If the decedent left a will, check the block and attach either the original or a certified copy of the will. See Item 2 of the detailed instructions on page 5 of this application for additional information regarding the will.
Item No. 3	Complete 3 (a) to show the gross value of the estate, including the bonds and/or checks at their face value AND any other personal property at its fair market value at the time of death. Check 3 (b) only if the decedent had his/her legal residence in a state or territory having community property laws or he/she was a resident of a state or territory having separate property laws and indicate whether the bonds listed in Item 7 of this application were Community or Separate Property. Only one block should be checked.
Item No. 4	Check the appropriate block. If the debts have not been paid, the creditors must be included in the application and join in the request.
Item No. 5	Each heir, legatee, executor named in the will, unpaid creditors, and any other person having an interest in the estate should be listed. See Item 5 of detailed instructions on page 5 of this application for additional information as to persons who should be shown in Item No. 5. Failure to furnish information requested will result in the return of the application.
Item No. 6.	If any person named in Item No. 5 is under any disability, insert the name, nature of disability (minor, incompetent, etc.), name of his/her representative if any, and the capacity in which the representative is acting (guardian, conservator, etc.). If none of the persons are under any disability, insert the word "none".

Item No. 7.

See Item 7 of detailed instructions on page 5 of this application for specific information as to how distribution should be made. In general, follow the instructions below.

- (a) Insert the social security number, name, and address of only one person entitled to share in the estate. Use a separate section for each different person entitled. See Items 7 (a) and (d) of detailed instructions on pages 5 and 6.
 - (b) Describe the bonds and/or checks to which each person is entitled, in whole or in part.
 - (c) The person entitled should indicate whether payment or reissue is desired. Check either "In Full" or indicate the extent (fraction or percentage) to which person is entitled.
 - (d) If the person entitled checks "Reissue", he/she may add a coowner or a beneficiary to the new bonds by inserting the name of that person and checking the appropriate block. See Item 7 (c) of detailed instructions on page 5.
 - (e) Insert the mailing address for the new bonds or check, if different from that shown on the bonds or check.
-

Item No. 8.

If the applicant(s) is unable to comply with any instruction(s), the reason(s) should be explained fully in this Item.

Item No. 9

All persons entitled, including minors or their guardians, executors, unpaid creditors, etc., must sign the application in the presence of an authorized certifying officer, who should then complete the certification. Currently-dated evidence of the appointment of guardians and/or other representatives will be required. See Item 9 of the detailed instructions on page 6 of this application for specific information.

Item No. 10.

The certifying officer must complete this portion for each person whose signature he/she witnesses. See Item 10 of detailed instructions on page 6 of this application.

Evidence:

The following supporting evidence is necessary:

- (a) A certified death certificate for each decedent named on the bonds (whether as owner, coowner or beneficiary), if the face amount of the bonds exceeds \$1000. See Item 1 of detailed instructions on page 5 of this application for information regarding bonds if \$1000 or less.
 - (b) A certified copy of the decedent's will if the decedent died testate. See Item 2 of detailed instructions on page 5 of this application.
 - (c) Currently-dated evidence of the appointment of a legal representative of the estate of a minor, incompetent, or deceased heir or legatee.
-

Disposition:

Send the bonds, PD F 5336, and evidence, if any, to your servicing FRB. Provide the name and telephone number of a contact person to obtain additional information and/or clear up any discrepancies, if necessary.

Sample PD F 5374

▲ PD F 5374
Department of the Treasury
Bureau of the Public Debt

**SERIES I
ORDER FOR U.S. SAVINGS BONDS**

OMB No. 1535-0084 ▲

PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS. SCANNABLE FORM — DO NOT WRITE OUTSIDE BOXES.

1. FULL NAME OF OWNER OR FIRST-NAMED COOWNER

Name AUDREY E BROWN

Social Security Number 987-65-4321

2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN THE OWNER OR FIRST-NAMED COOWNER ABOVE

Mail to:

3. ADDRESS WHERE BONDS ARE TO BE MAILED

321 FIRST AVE
(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)

SOMETOWN MD 12345
(CITY OR TOWN) (STATE) (ZIP CODE)

4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as ☐ coowner ☐ beneficiary:

Name DAVID L BROWN ▲

(Coownership will be assumed if neither or both blocks are checked.)

5. BONDS ORDERED

Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY
\$ 50	<u>1</u>	X \$ 50.00	= \$ <u>50</u> .00	
\$ 75		X \$ 75.00	= \$ <u></u> .00	
\$ 100	<u>1</u>	X \$ 100.00	= \$ <u>100</u> .00	
\$ 200		X \$ 200.00	= \$ <u></u> .00	
\$ 500		X \$ 500.00	= \$ <u></u> .00	
\$ 1,000		X \$ 1,000.00	= \$ <u></u> .00	
\$ 5,000		X \$ 5,000.00	= \$ <u></u> .00	
\$ 10,000		X \$ 10,000.00	= \$ <u></u> .00	
TOTAL ISSUE PRICE OF PURCHASE			\$ <u>150</u> .00	AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT

6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT 06 20 02
(MO.) (DAY) (YR.)

7. SIGNATURE

Faci Brown
PURCHASER'S SIGNATURE

IF YOU NEED A GIFT CERTIFICATE, PLEASE
ASK THE PERSON ACCEPTING THIS FORM TO
PROVIDE ONE TO YOU.

419 623 1234
PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print) DAYTIME TELEPHONE NUMBER

STREET ADDRESS (If not shown above) CITY STATE ZIP CODE

SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

FRB COPY ▲

PD F 5374-1 Department of the Treasury Bureau of the Public Debt		SERIES I		OMB No. 1535-0084	
ORDER FOR U.S. SAVINGS BONDS TO BE REGISTERED IN NAME OF FIDUCIARY					
PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS.					
1. FIDUCIARY REGISTRATION (Due to space restrictions on savings bonds, information printed below may be abbreviated by the Federal Reserve Bank.)					
Name	BANK USA TR U/A MARY D SMITH DTD 5-15-02				
Social Security Number			OR	Taxpayer ID Number	12-3456789
2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN FIDUCIARY ABOVE					
Mail to:	BANK USA ATTN TENACIA BROWN				
3. ADDRESS WHERE BONDS ARE TO BE MAILED					
123 MAIN ST (NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)					
SOMEWAY			FL	12345 (CITY OR TOWN) (STATE) (ZIP CODE)	
4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as coowner beneficiary:					
Name					
(Coownership will be assumed if neither or both blocks are checked.)					
5. BONDS ORDERED					
Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY	
\$ 50		X \$ 50.00 = \$			
\$ 75		X \$ 75.00 = \$			
\$ 100		X \$ 100.00 = \$			
\$ 200		X \$ 200.00 = \$			
\$ 500		X \$ 500.00 = \$			
\$ 1,000	3	X \$ 1,000.00 = \$	3 000 .00		
\$ 5,000		X \$ 5,000.00 = \$			
\$ 10,000		X \$ 10,000.00 = \$			
TOTAL ISSUE PRICE OF PURCHASE \$			3 , 000 .00	AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT	
6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT				06	20
				(MO.)	(DAY)
7. SIGNATURE				02	(YR.)
PURCHASER'S SIGNATURE					
B. PLAIN TURNER				(999) 643-9989	
PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print)				DAYTIME TELEPHONE NUMBER	
STREET ADDRESS (If not shown above)				CITY	STATE ZIP CODE
SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE					

Sample PD F 5385 (Page 1 of 2)

For BPD or FRB use only: Customer Name	Customer No.
---	--------------

PD F 5385 E
Department of the Treasury
Bureau of the Public Debt
(Revised December 2001)

**REQUEST FOR PAYMENT OF SERIES I SAVINGS BONDS
BY THE REPRESENTATIVE OF THE ESTATE OF
AN INCOMPETENT OR MINOR**

OMB No. 1535-0133

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.
PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank or Branch

1. DESCRIPTION OF BONDS

I request payment of the following Series I United States Savings Bonds in the amount of \$ 1,500.00 (total face amount).

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
MARCH 1993	500	D 719 579 102	123-45-6789
MARCH 1993	1,000	M 431 756 192	JOHN D SMITH
			123 1ST AVENUE
			SOMETOWN VA 12345

(If more space is needed, use the continuation sheet on page 3.)

2. CERTIFICATE OF AUTHORITY

A. COURT-APPOINTED LEGAL REPRESENTATIVE

The records of the GENERAL Court, CENTRAL County, State of VA,
show the appointment of HANNAH SMITH on 4-15-03, as
(Name/Names) (Month/Day/Year)



Guardian

☐ Conservator

☐ Other

of the estate of JOHN D SMITH. The appointment is in full force and effect and a request for payment of the above-described savings bonds is legally authorized.

B. OTHER REPRESENTATIVES (CUSTODIAN/REPRESENTATIVE PAYEE)

No court appointment has been made and _____ is currently acting on the ward's behalf on the basis of authority granted by or extended through the ☐ Veterans Administration.
☐ Social Security Administration.

The appointment is in full force and effect and a request for payment of the above-described savings bonds is legally authorized.

3. REQUEST FOR PAYMENT

I/We request payment of the bonds described in Item 1 in my/our fiduciary capacity.

TAXPAYER IDENTIFYING NUMBER: 123-45-6785 OR _____
(Social Security Number) (Employer Identification Number)

TYPE OF DISBURSEMENT



Payment of the current redemption value by check.



Payment of the current redemption value by Direct Deposit.

MAIL CHECK TO: HANNA SMITH
(Name)
321 MAIN STREET
(Number and Street or Rural Route)
SOMETOWN VA 12345
(City) (State) (ZIP Code)



For instructions guideline, see page C-76.

4. SIGNATURES - You must wait until you are in the presence of a certifying officer to sign this form.

The undersigned certify under penalty of perjury that the information provided is true and correct to the best of our knowledge and belief, and agree to payment of the bonds as indicated. I/We bind myself/ourselves, my/our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the payment requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds.

Sign here: Hannah Smith, Guardian
(Signature and fiduciary capacity)
321 MAIN STREET
(Number and Street or Rural Route)
SOMETOWN VA 12345
(City) (State) (ZIP Code)
804-233-1233
(Daytime Telephone Number)

(E-Mail Address)

Sign here: _____
(Signature and fiduciary capacity)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

(Daytime Telephone Number)

(E-Mail Address)

The following section must be completed if the total face amount of bonds exceeds \$100.

I CERTIFY that HANNAH SMITH
whose identity is well-known or proved to me, personally
appeared before me this 12 day of MAY,
2003, at SOMETOWN VA,
(Year) (City) (State)
and signed this form.
Jane Miller
(Signature of certifying officer)
(OFFICIAL STAMP OR SEAL) CUSTOMER'S ASSOCIATE
(Title of certifying officer)
BANK USA 123 MAIN ST
(Address)
For Notaries: My Commission Expires SOMETOWN VA 12345

I CERTIFY that _____
whose identity is well-known or proved to me, personally
appeared before me this _____ day of _____,
(Year) (City) (State)
and signed this form.

(Signature of certifying officer)
(OFFICIAL STAMP OR SEAL) _____
(Title of certifying officer)

(Address)
For Notaries: My Commission Expires _____

RESERVED FOR IDENTIFICATION NOTATIONS

☐ Customer Account Number and Date Established: _____ ☐ Document(s) - Description: _____
☐ Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.



For instructions guideline, see page C-76.

4. SIGNATURES – If the total face amount of the bonds exceeds \$100, you must wait until you are in the presence of a certifying officer to sign this form.

The undersigned certify under penalty of perjury that the information provided is true and correct to the best of our knowledge and belief, and agree to reissue of the bonds as indicated. I/We bind myself/ourselves, my/our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds.

Sign here: Hannah Smith, GUARDIAN
(Signature and fiduciary capacity)
321 MAIN STREET
(Number and Street or Rural Route)
SOMETOWN VA 12345
(City) (State) (ZIP Code)
804-233-1233
(Daytime Telephone Number)

(E-Mail Address)

Sign here: _____
(Signature and fiduciary capacity)

(Number and Street or Rural Route)

(City) (State) (ZIP Code)

(Daytime Telephone Number)

(E-Mail Address)

Certifying Officer – If the total face amount of the bonds exceeds \$100, the individuals must sign in your presence. You must complete the certification and affix your stamp or seal.

I CERTIFY that HANNAH SMITH,
whose identity is well-known or proved to me, personally
appeared before me this 12 day of MAY,
(Month)
2003, at SOMETOWN VA,
(Year) (City) (State)
and signed this form.

Joni Haller
(Signature of certifying officer)

(OFFICIAL STAMP
OR SEAL) CUSTOMER'S ASSOCIATE
(Title of certifying officer)
BANK USA 123 MAIN ST
(Address)

For Notaries: My
Commission Expires SOMETOWN VA 12345

I CERTIFY that _____,
whose identity is well-known or proved to me, personally
appeared before me this _____ day of _____,
(Month)
_____, at _____,
(Year) (City) (State)
and signed this form.

(Signature of certifying officer)

(OFFICIAL STAMP
OR SEAL) _____
(Title of certifying officer)

(Address)

For Notaries: My
Commission Expires _____

RESERVED FOR IDENTIFICATION NOTATIONS

- ☐ Customer Account Number and Date Established: _____ ☐ Document(s) - Description: _____
☐ Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

Sample **PD F 5387** (Page 1 of 3)

For BPD or FRB use only: Customer Name		Customer No.	
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PD F 5387 E
Department of the Treasury
Bureau of the Public Debt
(Revised December 2001)

**REQUEST FOR REISSUE OF SERIES I
UNITED STATES SAVINGS BONDS**

OMB No. 1535-0130

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.
PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank or Branch

1. DESCRIPTION OF BONDS
I request reissue of the following-described Series I United States Savings Bonds in the amount of \$ 150.00 (total face amount).

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
9/98	100	C 183 812 963	123-45-6789 ELIZABETH KAY 123 1ST AVENUE SOMETOWN FL 12345
9/98	50	L 240 122 231	

(If more space is needed, use a continuation sheet and attach it to this form.)

TAX LIABILITY: If the name of a living owner or principal coowner of the bonds is eliminated from the registration, the owner or principal coowner must include the interest earned and previously unreported on the bonds to the date of the transaction on his or her Federal income tax return for the Year of the reissue. (Both registrants are considered to be coowners when bonds are registered in the form: "A" or "B.") The principal coowner is the coowner who (1) purchased the bonds with his or her own funds, or (2) received them as a gift, inheritance, or legacy, or as a result of judicial proceedings, and had them reissued in coownership form, provided he or she has received no contribution in money or money's worth for designating the other coowner on the bonds. If the reissue is a reportable event, the interest earned on the bonds to the date of the reissue will be reported to the IRS by a Federal Reserve Bank or Branch or the Bureau of the Public Debt under the Tax Equity and Fiscal Responsibility Act of 1982. THE OBLIGATION TO REPORT THE INTEREST CANNOT BE TRANSFERRED TO SOMEONE ELSE THROUGH A REISSUE TRANSACTION. If you have any questions concerning the tax consequences, consult your District Director, Internal Revenue Service, or write to the Commissioner of Internal Revenue, Washington, DC 20224.

2. NEW BOND REGISTRATION

OWNER OR FIRST-NAMED COOWNER (Bonds registered to)

Social Security Number: 123-45-6789

Name: ELIZABETH K SMITH
(First name) (Middle name or initial) (Last name)

BONDS TO BE DELIVERED "IN CARE OF"
(Do NOT complete this line unless the name is different from the owner or first-named coowner shown above.)

Mail to: DAVID SMITH
(Name)

ADDRESS WHERE BONDS ARE TO BE DELIVERED

454 MAIN ROAD
(Number and Street or Rural Route)

SOMETOWN FL 12345
(City) (State) (ZIP Code)

COOWNER OR BENEFICIARY (Coownership will be assumed if neither or if both blocks are checked)

The following person is to be named as ☒ coowner ☐ beneficiary

Name: DAVID SMITH
(First name) (Middle name or initial) (Last name)



For instructions guideline, see page C-78.


Certifying Officer – The individuals must sign in your presence. Complete the certification and affix your stamp or seal.			
I CERTIFY that <u>ELIZABETH K SMITH</u> , whose identity is well-known or proved to me, personally appeared before me this <u>12</u> day of <u>MAY</u> , <u>2003</u> <small>(Month) (Year)</small> at <u>SOMETOWN</u> <u>FL</u> , and signed this form. <small>(City) (State)</small>			
(OFFICIAL STAMP OR SEAL)		<u>Jane Miller</u> <u>CUSTOMER'S ASSOC.</u> <small>(Signature and title of certifying officer)</small> <u>BANK USA 123 MAIN ST</u> <small>(Street address)</small> <u>SOMETOWN</u> <u>FL</u> <u>12345</u> <small>(City) (State) (ZIP Code)</small>	
My commission expires _____ <small>(For notaries only)</small>			

I CERTIFY that _____, whose identity is well-known or proved to me, personally appeared before me this _____ day of _____, _____ <small>(Month) (Year)</small> at _____, and signed this form. <small>(City) (State)</small>			
(OFFICIAL STAMP OR SEAL)		_____ <small>(Signature and title of certifying officer)</small> _____ <small>(Street address)</small> _____ <small>(City) (State) (ZIP Code)</small>	
My commission expires _____ <small>(For notaries only)</small>			

IDENTIFICATION NOTATIONS	
<input checked="" type="checkbox"/> Customer Account Number and Date Established: <u>918273604 6-4-94</u> <input type="checkbox"/> Identified by (Signature and Address): _____	<input type="checkbox"/> Documents - Description: _____

INSTRUCTIONS TO CERTIFYING OFFICER	
Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. You must place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.	
The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.	
If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.	

FOR FEDERAL RESERVE BANK USE ONLY	
<input type="checkbox"/> This transaction was a reportable event. \$ _____ was reported under _____ for _____ <small>(Social Security Number) (Year)</small>	<input type="checkbox"/> This transaction was not a reportable event. No interest was reported.

 For instructions guideline, see page C-78.

Certifying Officer – The individuals must sign in your presence. Complete the certification and affix your stamp or seal.			
I CERTIFY that <u>ELIZABETH K SMITH</u> , whose identity is well-known or proved to me, personally appeared before me this <u>12</u> day of <u>MAY</u> , <u>2003</u> , at <u>SOMETOWN</u> <u>FL</u> , and signed this form. <small>(City) (State)</small>			
(OFFICIAL STAMP OR SEAL)		<u>Donna Smith</u> <u>CUSTOMER'S ASSOC.</u> <small>(Signature and title of certifying officer)</small> <u>BANK USA</u> <u>123 MAIN ST</u> <small>(Street address)</small> <u>SOMETOWN</u> <u>FL</u> <u>12345</u> <small>(City) (State) (ZIP Code)</small>	
My commission expires _____ <small>(For notaries only)</small>			


I CERTIFY that _____, whose identity is well-known or proved to me, personally appeared before me this _____ day of _____, _____, at _____, and signed this form. <small>(City) (State)</small>			
(OFFICIAL STAMP OR SEAL)		_____ <small>(Signature and title of certifying officer)</small> _____ <small>(Street address)</small> _____ <small>(City) (State) (ZIP Code)</small>	
My commission expires _____ <small>(For notaries only)</small>			

IDENTIFICATION NOTATIONS	
<input checked="" type="checkbox"/>	Customer Account Number and Date Established: <u>918273604 6-494</u>
<input type="checkbox"/>	Identified by (Signature and Address): _____ Documents - Description: _____

INSTRUCTIONS TO CERTIFYING OFFICER	
Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. You must place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.	
The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.	
If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.	

FOR FEDERAL RESERVE BANK USE ONLY	
<input type="checkbox"/>	This transaction was a reportable event. \$ _____ was reported under _____ for _____. <small>(Social Security Number) (Year)</small>
<input type="checkbox"/>	This transaction was not a reportable event. No interest was reported.

(3)

 For instructions guideline, see page C-78.

PD F 5394
Department of the Treasury
Bureau of the Public Debt

**APPLICATION FOR DISPOSITION
OF SERIES I SAVINGS BONDS AFTER THE
DEATH OF THE REGISTERED OWNER(S)**

OMB No. 1535-0131

IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious or fraudulent claim or statement to the United States is a crime punishable by imprisonment of not more than five years or a fine up to \$250,000, or both, under 18 U.S.C. 287, 18 U.S.C. 1001, and 18 U.S.C. 3571. Additionally, 31 U.S.C. 3729 provides for civil penalties for the maker of a false or fraudulent claim to the United States of an amount not less than \$5,000 and not more than \$10,000, plus treble the amount of the Government's damages as an additional sanction.

PRINT IN INK OR TYPE ALL INFORMATION

TO: Federal Reserve Bank KANSAS CITY (See Instructions on Page 2)

THE DISPOSITION OF SERIES I UNITED STATES SAVINGS BONDS BELONGING TO A DECEDENT'S ESTATE IS GOVERNED BY THE FEDERAL ORDER OF PRECEDENCE FOUND IN DEPARTMENT CIRCULAR, PUBLIC DEBT SERIES NO. 2-98 AND NOT BY STATE LAW. THIS ORDER OF PRECEDENCE IS SET OUT IN THE INSTRUCTIONS, PAGE 8.

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Certification of Death	5
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No Legal Representative has been or will be Appointed	6
Request for Distribution/Payment/Reissue	7
Signatures and Certifications.....	9

For convenience, Pages 1 - 4 may be separated from the rest of the form and retained by the applicant(s).


Complete only the items which pertain to your situation.

If this...	Complete items...
Court-appointed representative of the last-deceased registrant's estate still acting	1 - 3 Certification of Death 4 Legal Representative Appointed 5 Legal Representative Currently Acting 11 Request for Distribution/Payment/Reissue 12 Signatures and Certifications
Court-appointed representative of the last-deceased registrant's estate no longer acting	1 - 3 Certification of Death 4 Legal Representative Appointed 6-7 Legal Representative No Longer Acting 11 Request for Distribution/Payment/Reissue 12 Signatures and Certifications
Persons entitled to share in the last-deceased registrant's estate being settled in accordance with State statute (Summary Administration, Small Estates Acts, Texas Muniment of Title, Louisiana Judgment of Possession, etc.)	1 - 3 Certification of Death 8 Estate of Decedent Being Settled in Accordance with State Statute 11 Request for Distribution/Payment/Reissue 12 Signatures and Certifications
No court-appointed representative has been or will be appointed to settle the last-deceased registrant's estate	1 - 3 Certification of Death 9 - 10 No Legal Representative Has Been or Will be Appointed to Settle the Decedent's Estate 11 Request for Distribution/Payment/Reissue 12 Signatures and Certifications

NOTE: This form is to be used **ONLY** for Series I bonds. It should **NOT** be used to apply for disposition of other series, such as Series EE/E, Series HH/H, or Savings Notes.

Note: The furnishing of social security numbers is required by the regulations governing Series I savings bonds, i.e., Department Circular, Public Debt Series No. 2-98. The numbers are used to maintain ownership records of the savings bonds. Other information requested by this form is also required under the regulations to establish the rights, authority, and/or entitlement of the signers. Failure to furnish all of the requested information may prevent completion of the transaction.

(1)

 For instructions guideline, see page C-81.

For BPD or FRB use only: Case File Name	Case ID No.
--	-------------

CERTIFICATION OF DEATH

This section must be completed in all situations.

The completion of this section will serve as proof of death for the deceased registrant(s) named on the bonds and submission of death certificate(s) will not be necessary.

1. ELIZABETH WESTON (hereinafter called decedent)
(NAME OF DECEASED OWNER - If more than one person named on bonds, the person WHO DIED LAST.)

2. 123 - 45 - 6789 died on 5-15-02 whose last legal residence was in MO
(Social Security Number) (Month/Day/Year) (State)

3. Please list each registrant on the bonds who predeceased the decedent and provide his/her date of death.

_____	died on _____
(Name)	(Month/Day/Year)
_____	died on _____
(Name)	(Month/Day/Year)
_____	died on _____
(Name)	(Month/Day/Year)
_____	died on _____
(Name)	(Month/Day/Year)

LEGAL REPRESENTATIVE APPOINTED TO SETTLE THE DECEDENT'S ESTATE

The court-appointed legal representative or individual qualified to interpret the court records must complete this section.

4. The records of the Court of _____, County _____, State _____
show that on _____ was/were appointed as:
(Month/Day/Year)

(Only one box should be checked.)

☐ Sole Administrator ☐ Sole Executor ☐ Sole Personal Representative ☐ Other: _____
☐ Co-Administrators ☐ Co-Executors ☐ Co-Personal Representatives

of the estate of/under the will of _____, deceased.

If the legal representative is currently acting, go to Item 5. If the legal representative is no longer acting, go to Item 6.

LEGAL REPRESENTATIVE CURRENTLY ACTING

The court-appointed legal representative, who is currently acting, must complete this section.

5. I/We certify that I am/all of us are still duly qualified and acting and I/we request:

☐ Payment to the estate ☐ Distribution to the person(s) entitled


LEGAL REPRESENTATIVE NO LONGER ACTING

If the court-appointed legal representative is no longer acting, an individual who is qualified to interpret the court records must complete this section.

6. ☐ The estate was settled and the above-named representative ☐ was discharged on or about _____
☐ was NOT discharged but died on _____ (Month/Day/Year)

7. ☐ I/We hereby certify that the person(s) listed in "Request for Distribution/Payment/Reissue" (Item 11) is/are entitled to distribution of the bonds as indicated, and that I am/we are qualified to make this certificate by reason of the following facts: _____

(5)

 For instructions guideline, see page C-81.

ESTATE OF THE DECEDENT BEING SETTLED IN ACCORDANCE WITH STATE STATUTE (SUMMARY ADMINISTRATION, SMALL ESTATES ACTS, TEXAS MUNIMENT OF TITLE, LOUISIANA JUDGMENT OF POSSESSION, ETC.)

8. Please submit for consideration evidence making distribution of the Series I bonds belonging to the decedent's estate under the appropriate State statute.

NOTE: The person(s) shown to be entitled to collect the bonds or proceeds thereof should describe the bonds in Item 11(a), complete the appropriate information for reissue or payment in Item 11 (b, c, d, e, f) and sign in Item 12. (See Detailed Instructions.)

NO LEGAL REPRESENTATIVE HAS BEEN OR WILL BE APPOINTED TO SETTLE THE DECEDENT'S ESTATE

If no legal representative has been appointed by the court having jurisdiction to settle the decedent's estate, and no application is pending or contemplated, the following, in order of precedence, are the persons entitled to request disposition of the decedent's Series I bonds. (See Detailed Instructions.)

- The surviving spouse if there is no surviving child or descendant of a deceased child of the decedent;
- The surviving spouse to the extent of one-half and the child or children of the decedent, and the descendants of deceased children by representation, to the extent of one-half, if there are both a surviving spouse and a child, children, or descendants of deceased children, or by agreement of all parties in this class;
- The child or children of the decedent, and the descendants of deceased children by representation, if there is no surviving spouse;
- The parents, if none of the above;
- The brothers and sisters and descendants of deceased brothers and sisters by representation, if none of the above;
- Other next-of-kin, as determined by the laws of the domicile at the time of death, if none of the above;
- Persons related to the decedent by marriage, i.e., heirs of a spouse of the last-deceased registrant where such spouse predeceased that registrant, if none of the above;
- The person who paid the burial and funeral expenses, or a creditor of the decedent's estate, but only to the extent and to the proportion the person has not been reimbursed, if none of the above.

9. The persons indicated above are the only persons required to be listed in the schedule below:

Name	Age	Relationship or Basis of Interest	Street Address or Rural Route	City	State
TRACY WESTON	34	DAUGHTER	24 LYNN ST	SOMETOWN	OH
DANIEL WESTON	22	SON	43 MAIN ST	SOMEWAY	FL
THOMAS WESTON	27	SON	12 TODD ST	SOMEDAY	WA

10. The persons listed above who are under legal disability are:

Name of persons entitled (If none under disability insert "None")	Legal Disability	Name of Representative	Capacity
NONE			

(6)



For instructions guideline, see page C-81.

REQUEST FOR DISTRIBUTION/PAYMENT/REISSUE																													
11. We request and agree to distribution of the bonds and/or checks in accordance with the schedules below:																													
<p>(b) To: <u>TRACY WESTON</u></p> <p>(c) To the extent of: <input type="checkbox"/> In full <input checked="" type="checkbox"/> <u>1/3</u> <small>Amount/Fractional Share/or Percentage</small></p> <p>(d) <u>999</u> - <u>99</u> - <u>9999</u> or <u> </u> - <u> </u> <small>(Social Security Number) (Employer Identification Number)</small></p> <p>(e) <input checked="" type="checkbox"/> Payment <input type="checkbox"/> Reissue</p> <p>Reissue to add the following as <input type="checkbox"/> coowner <input type="checkbox"/> beneficiary</p> <p>(f) Delivery instructions <u>24 LYNN ST</u> <u>SOMETOWN OH 12345</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">(a)</th> </tr> <tr> <th style="text-align: center;">DENOMINATION OR VALUE</th> <th style="text-align: center;">BOND/CHECK SERIAL NUMBER</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$ 1,000</td> <td style="text-align: center;">M 730 843 125</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	(a)		DENOMINATION OR VALUE	BOND/CHECK SERIAL NUMBER	\$ 1,000	M 730 843 125																						
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<p>(b) To: <u>THOMAS WESTON</u></p> <p>(c) To the extent of: <input type="checkbox"/> In full <input checked="" type="checkbox"/> <u>1/3</u> <small>Amount/Fractional Share/or Percentage</small></p> <p>(d) <u>987</u> - <u>65</u> - <u>4321</u> or <u> </u> - <u> </u> <small>(Social Security Number) (Employer Identification Number)</small></p> <p>(e) <input checked="" type="checkbox"/> Payment <input type="checkbox"/> Reissue</p> <p>Reissue to add the following as <input type="checkbox"/> coowner <input type="checkbox"/> beneficiary</p> <p>(f) Delivery instructions <u>12 TOO ST</u> <u>SOMEDAY WA 34256</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">(a)</th> </tr> <tr> <th style="text-align: center;">DENOMINATION OR VALUE</th> <th style="text-align: center;">BOND/CHECK SERIAL NUMBER</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$ 1,000</td> <td style="text-align: center;">M 730 843 125</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	(a)		DENOMINATION OR VALUE	BOND/CHECK SERIAL NUMBER	\$ 1,000	M 730 843 125																						
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(7)

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For instructions guideline, see page C-81.

SIGNATURES AND CERTIFICATIONS

12. The undersigned certify under penalty of perjury that the information provided herein is true and correct to the best of our knowledge and belief and hereby agree to distribution of the bonds or checks as indicated in Item 11. We hereby bind ourselves, our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the payment or reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. The undersigned hereby consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds or checks described in Item 11. (See Detailed Instructions.)

(Signature) <u>Tracy Weston</u>	Daytime Telephone No. <u>777-777-7777</u>	(Signature) _____	Daytime Telephone No. _____
(Signature) <u>Daniel Weston</u>	Daytime Telephone No. <u>444-444-4444</u>	(Signature) _____	Daytime Telephone No. _____
(Signature) <u>Thomas Weston</u>	Daytime Telephone No. <u>222-222-2222</u>	(Signature) _____	Daytime Telephone No. _____

(ALL SIGNATURES MUST BE CERTIFIED)

Applicant to contact if additional information is necessary: TRACY WESTON 777-777-7777
(Name and daytime telephone number)

I CERTIFY that TRACY WESTON whose identity (or the identity of each of whom) is well-known or proved to me, personally appeared before me the 22 day of APRIL, 2002,
(Month) (Year)
at SOMEWAY FL, affirmed that the statements in this application are true, and signed it, each
(City) (State)
acknowledging it to be his or her free act and deed.

(OFFICIAL STAMP OR SEAL)

Sallie Doe CSR, BANK OF SOMETOWN
(Signature and title of certifying officer)
53 ALLWAY RD SOMETOWN OH 12345
(Address)

I CERTIFY that DANIEL WESTON whose identity (or the identity of each of whom) is well-known or proved to me, personally appeared before me the 20 day of JUNE, 2002,
(Month) (Year)
at SOMEWAY FL, affirmed that the statements in this application are true, and signed it, each
(City) (State)
acknowledging it to be his or her free act and deed.

(OFFICIAL STAMP OR SEAL)


John Doe AUP, BANK USA
(Signature and title of certifying officer)
23 MAIN ST SOMEWAY FL 54321
(Address)

I CERTIFY that THOMAS WESTON whose identity (or the identity of each of whom) is well-known or proved to me, personally appeared before me the 15 day of MAY, 2002,
(Month) (Year)
at SOMEDAY WA, affirmed that the statements in this application are true, and signed it, each
(City) (State)
acknowledging it to be his or her free act and deed.

(OFFICIAL STAMP OR SEAL)

Jane Doe 1400SHIR A-1 BANK
(Signature and title of certifying officer)
ONE BLVD SOMEDAY WA 34256
(Address)

(9)

 For instructions guideline, see page C-81.

Sample PD F 5396

<small>For official use only: Customer Name PD F 5396 E Department of the Treasury Bureau of the Public Debt (Revised September 2003)</small>	<small>Customer No.</small>
---	-----------------------------

OMB No. 1535-0128

Direct Deposit Sign-Up Form

Check one: ☒ Interest payments ☐ Redemption payment

Please Print:

Name (or names, if joint account) SARAH BROWN

Address 123 FIRST STREET
SOMETOWN WV 12345

Telephone No. (Home) 304-123-4567 (Work) _____

Social Security No. 987-65-4321 OR Employer Identification No. _____

Enter the following information OR attach a voided check: *

Depositor's Account No. <u>0827192437</u>	Type of Account <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing No. <u>2190-6322-6</u>	Phone No. <u>(304) 234-5678</u>
Financial Institution Name <u>SOMETOWN BANK</u>	

* If you want payments deposited at a credit union, DO NOT ATTACH A VOIDED CHECK. Ask the credit union to tell you the correct routing number to use on this form.

For a joint account, only the person whose taxpayer identification number is shown should sign the form.

Under penalty of perjury, I certify that:

- The taxpayer identification number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

(Instructions - You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.)

Sarah Brown (Signature) 11-13-03 (Date)

Instructions:
Complete and sign this form to request the direct deposit of Series HH/H bond interest payments or a savings bond redemption payment.

WHERE TO SEND - Unless otherwise instructed, send the completed and signed form and, if applicable, the properly signed and certified bond(s), as well as any other appropriate forms and evidence, to the Savings Bond Processing Site nearest you. The Savings Bond Processing Sites and their toll-free telephone numbers are as follows:

Buffalo Branch, FRB of New York Fiscal Services Division PO Box 961 Buffalo, NY 14240-0961 1-800-234-2931	FRB of Minneapolis Savings Bond Services PO Box 214 Minneapolis, MN 55480-0214 1-800-553-2663	FRB of Cleveland Pittsburgh Branch PO Box 299 Pittsburgh, PA 15230-0299 1-800-245-2804	FRB of Kansas City PO Box 419440 Kansas City, MO 64141-6440 1-800-333-2919	FRB of Richmond PO Box 85053 Richmond, VA 23285-5053 1-800-322-1909
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NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

We estimate it will take you about 10 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1326. DO NOT SEND completed form to the above address; send to the correct address shown in the instructions.

Note: This form may be used in lieu of form SF 1199A.

PD F 5385

Instructions

Certificate of Appointment and Request for Payment of Series I Savings Bonds To The Representative Of The Estate Of An Incompetent Or Minor

This guide is provided to assist you in helping court-appointed and otherwise legally appointed representatives of estates of living owners and coowners complete PD F 5385 to request payment of United States Series I Savings Bonds. ("Representative" does *not* refer to or include an attorney-in-fact - a person acting under authority of a power of attorney - and it does *not* refer to trustees of personal living or similar trust estates.) References in this guide to "bonds" means bonds of Series I. Instructions for completing PD F 5385 are also printed on the form.

PD F 5385 is for the purpose of requesting payment of Series I bonds owned or co-owned by a living person for whose estate a representative has been appointed by a court or by a government or other institution or agency with authority to do so. The "estate" in this instance refers to the property, including savings bonds, owned by, or belonging to, a minor or other living person for whose estate a court or other agency or institution has appointed a representative.

The form is *not* used when the name of the currently acting or serving representative of such an estate is shown in the bonds' registrations with his/her fiduciary or representative capacity or title. In that case, to request payment, the representative should sign the request for payment on the back of each bond showing his/her fiduciary or representative capacity or title, and have the signature certified.

Complete PD F 5385 as follows :

- (a) Total the face amounts of all the bonds to be described on the form and insert this amount.
- (b) Describe the bonds being submitted.
- (c) Complete item 1.A. if the representative was appointed by a court. Complete 1.B. if the representative was appointed by an agency or institution other than a court, such as, the U.S. Department of Health and Human Services or the U.S. Department of Veterans Affairs.
- (d) Item 2. Insert the social security number of the minor or other living person for whose estate a representative has been appointed. If the IRS has assigned a taxpayer identifying number to the estate, show that number instead of the social security number. Show the complete name and address for delivery of the check to be issued in payment of the bonds.
- (e) On page 2, have the representative sign and provide his/ her fiduciary or representative capacity or title. The form should be signed in the presence of an authorized certifying officer, who should document the identification used and complete the certification.
- (f) Send bonds, PD F 5385, and any other forms to your servicing FRB.

PD F 5386

Instructions

Certificate of Appointment and Request for Payment of Series I Savings Bonds To The Representative Of The Estate Of An Incompetent Or Minor

This guide is provided to assist you in helping court-appointed and otherwise legally appointed representatives of estates of living owners and coowners complete PD F 5386 to request reissue of United States Series I Savings Bonds. ("Representative" does *not* refer to or include an attorney-in-fact - a person acting under authority of a power of attorney - and it does *not* refer to trustees of personal or similar trust estates). References in this guide to "bonds" means bonds of Series I. Instructions for completing PD F 5386 are also printed on the form.

PD F 5386 is for the purpose of requesting reissue of Series I bonds owned or co-owned by a living person for whose estate a representative has been appointed by a court or by a government or other institution or agency with authority to do so. The "estate" in this instance refers to the property, including savings bonds, owned by, or belonging to, a minor or other living person for whose estate a court or other agency or institution has appointed a representative.

Examples of registrations that could be requested using PD F 5386 are (but are not limited to):

Henry C. Smith, Guardian of Estate of John R. White 123-45-6789

Tenth National Bank or John F. Green, Conservators of the Estate of Frank M. Redd 123-45-6789

Judy Johnson, a minor for whom Jody Johnson is Representative Payee for Social Security Benefits

A separate form should be completed for each new registration requested.

PD F 5386 can be used -

- (1) As evidence of appointment and authority of a representative of a minor's or other living person's estate but *not* an attorney-in-fact or a trustee of a personal or similar trust estate; and,
- (2) To show in Series I bond registrations the name and fiduciary title or capacity of the representative appointed for the estate of a living owner or coowner by a court or other institution or agency with jurisdiction (but *not* an attorney-in-fact or a trustee of a personal or similar trust estate).

Complete PD F 5386 as follows:

- (a) Total the face amounts of all the bonds to be described on the reissue form and insert this amount.
- (b) Describe the bonds being submitted.
- (c) Complete item 1.A. if the representative was appointed by a court. Complete 1.B. if the representative was appointed by an agency or institution other than a court, such as, the U.S. Department of Health and Human Services or the U.S. Department of Veterans Affairs.
- (d) Item 2. Insert the social security number of the minor or other living person for whose estate a representative has been appointed. If the IRS has assigned a taxpayer identifying number to the estate, show that number instead of the social security number. Also show how the bonds to be issued are to be inscribed. (See the examples above.)
- (e) Item 3. Insert the complete delivery address for the bonds to be issued.
- (f) Item 4. Insert the name of any person who is coowner or beneficiary on the bonds sent in for reissue and who will continue in the same capacity on the bonds to be issued. Check the box for "coowner" or "beneficiary," whichever applies. A living coowner of bonds sent in for reissue should be coowner of the bonds to be issued.
- (g) On page 2, have the representative sign and provide his/her fiduciary or representative capacity or title. The form should be signed in the presence of an authorized certifying officer, who should document the identification used and complete the certification.
- (h) Send bonds, PD F 5386, and any other forms to your servicing FRB.

PD F 5387 Instructions

Request for Reissue of Series I United States Savings Bonds

This guide is provided to assist you in helping bondowners complete PD F 5387 to request reissue of United States Series I Savings Bonds. References in this guide to "bonds" means bonds of Series I. Instructions for completing PD F 5387 are also printed on the form.

PD F 5387 is a multi-purpose form for requesting reissue. A separate form should be completed for each new registration requested.

PD F 5387 can be used to:

- (1) add a coowner or beneficiary;
- (2) change the beneficiary to a coowner;
- (3) eliminate a living beneficiary's name;
- (4) reissue in the name of a surviving owner, coowner, or beneficiary;
- (5) correct an error in registration;
- (6) change a name (*not* change of ownership) due to marriage, adoption, etc.; and,
- (7) re-register to comply with a court's divorce decree or similar legal document, including a property settlement agreement.

Note: Several different reissues can be completed at one time by using this form. For example, a person can have Series I bonds reissued to reflect a change of name (*not* a change of ownership), correct an error in registration, eliminate a living beneficiary's name or the name of a deceased owner, coowner, or beneficiary, and add a new coowner or beneficiary. When PD F 5387 is used for multiple purposes, each item that applies must be checked.

If Reissue is Requested to:

Then Take this Action:

1. Add a coowner or beneficiary

Complete PD F 5387 as follows:

- (a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.
- (b) Describe the bonds being submitted.
- (c) Show the name of the owner or the coowner to be shown first in the registration on the bonds to be issued, as well as that person's social security number and address. However, if the bonds are to be mailed to someone other than the owner or first-named coowner, complete the "Bonds To Be Delivered 'Care of'" section and show that person's address in the section "Address Where Bonds Are to Be Delivered."
- (d) Show name of any new coowner or beneficiary in space provided and check the box for "coowner" or "beneficiary," whichever applies.
- (e) On page 2, check Item 1.
- (f) On page 3, have owner sign and insert his/her social security number and home address. The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification.
- (g) Send bonds, PD F 5387, and any other forms to your servicing FRB.

2. Change the beneficiary to a coowner

Complete PD F 5387 as follows:

- (a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.
- (b) Describe the bonds being submitted.
- (c) Show the name of the owner to be shown first in the registration on the bonds to be issued, as well as that person's social security number and address. However, if the bonds are to be mailed to someone other than the person named first on the bonds, complete the "Bonds To Be Delivered 'Care of'" section and show that person's address in the section "Address Where Bonds Are to Be Delivered."
- (d) Show in space provided the name of the beneficiary who will be a new coowner and check box for "coowner".

PD F 5387

Instructions *(continued)*

If Reissue is Requested to:	Then Take this Action:
	<ul style="list-style-type: none">(e) On page 2, check Item 2.(f) On page 3, have owner sign and insert his/her social security number and home address. The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification.(g) Send bonds, PD F 5387, and any other forms to your servicing FRB.
3. Eliminate a living beneficiary's name	<p data-bbox="558 554 873 577">Complete PD F 5387 as follows:</p> <ul style="list-style-type: none">(a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.(b) Describe the bonds being submitted.(c) Show the name of the person who is to continue to be owner and that person's social security number and address. However, if the bonds are to be mailed to someone other than the owner, complete the "Bonds To Be Delivered 'Care of'" section and show that person's address in the section "Address Where Bonds Are to Be Delivered."(d) Show in space provided the name of a new beneficiary or a coowner if the owner wants to name a new beneficiary or coowner, and check box for "beneficiary" or "coowner," whichever applies.(e) On page 2, check Item 3.(f) On page 3, have the owner sign and insert his/her social security number and home address. The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification.(g) Send bonds, PD F 5387, and any other forms to your servicing FRB.
4. Reissue in the name of a surviving owner, coowner, or beneficiary	<p data-bbox="558 1104 873 1127">Complete PD F 5387 as follows:</p> <ul style="list-style-type: none">(a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.(b) Describe the bonds being submitted.(c) Show the survivor's name, social security number, and address. However, if the bonds are to be mailed to someone other than the survivor, complete the "Bonds To Be Delivered 'Care of'" section and show that person's or institution's address in the section "Address Where Bonds Are to Be Delivered."(d) Show in space provided the name of a new beneficiary or a coowner if the survivor wants a coowner or beneficiary on the bonds, and check box for "beneficiary" or "coowner," whichever applies.(e) On page 2, check Item 4 and provide the name and date of death of the person named on the bonds who has died.(f) On page 3, have the survivor sign and insert his/her social security number and home address. The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification.(g) Send bonds, PD F 5387, and any other forms to your servicing FRB.
5. Correct an error in registration	<p data-bbox="558 1677 873 1701">Complete PD F 5387 as follows:</p> <ul style="list-style-type: none">(a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.(b) Describe the bonds being submitted.(c) Show the current, correct name of the owner or coowner who should be designated first on the bonds, as well as that person's correct social security number, and address. However, if the bonds are to be mailed to some other person or institution, complete the "Bonds To Be Delivered 'Care of'" section and show that person's or institution's address in the section "Address Where Bonds Are to Be Delivered."

PD F 5387

Instructions *(continued)*

If Reissue is Requested to:

Then Take this Action:

- (d) Show in space provided the current, correct name of a beneficiary or a coowner if a coowner or beneficiary should be designated on the bonds, and check box for "beneficiary" or "coowner," whichever applies.
 - (e) On page 2, check Item 5 and provide information requested in (a), (b), and (c).
 - (f) On page 3, have person who purchased the bond sign and show his/her social security number and home address. If the purchaser and the person whose funds were used to buy the bonds are not the same person, both persons should sign. The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification. Send bonds, PD F 5387, and any other forms to your servicing FRB.
-
6. Change of name (not change of ownership) due to marriage, adoption, etc.)
- Complete PD F 5387 as follows:
- (a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.
 - (b) Describe the bonds being submitted.
 - (c) Show the current, correct name of the present owner or coowner designated first on the bonds, as well as that person's social security number, and address. However, if the bonds are to be mailed to some other person or institution, complete the "Bonds To Be Delivered 'Care of'" section and show that person's or institution's address in the section "Address Where Bonds Are to Be Delivered."
 - (d) Show in space provided the current, correct name of a beneficiary or coowner (if any) now designated on the bonds, and check box for "beneficiary" or "coowner," whichever applies.
 - (e) On page 2, check Item 6 and (a), (b), (c), (d), or (e), whichever applies. Explain the name change if you check 6(e).
 - (f) On page 3, the person(s) whose name(s) have changed should sign and show social security number(s) and home address (es). The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification.
 - (g) Send bonds, PD F 5387, and any other forms to your servicing FRB.
-
7. Re-register to comply with a court's divorce decree or similar legal document, including a property settlement agreement.
- Complete PD F 5387 as follows:
- (a) Total the face amounts of all bonds to be described on the reissue form and insert this amount.
 - (b) Describe the bonds being submitted.
 - (c) Show the name of the person who is to be the owner according to the court's divorce decree or similar legal document, as well as that person's correct social security number, and address. However, if the bonds are to be mailed to some other person or institution, complete the "Bonds To Be Delivered 'Care of'" section and show that person's or institution's address in the section "Address Where Bonds Are to Be Delivered."
 - (d) Show in space provided the name of a beneficiary or a coowner if the person who is to be the owner wants a coowner or beneficiary, and check box for "beneficiary" or "coowner," whichever applies.
 - (e) On page 2, check Item 7, and if the bonds being turned in for reissue bear the names of two persons as coowners, show name of "principal coowner" and that person's social security number in the spaces provided. "Principal coowner" is defined in the "Tax Liability" box just above Item 7.
 - (f) The form must be signed on page 3 by everyone named on the bonds (the bonds being turned in for reissue) as either an owner or a coowner (but not beneficiary). Each signer should show his/ her social security number and home address. The form should be signed in the presence of an authorized certifying officer, who should then document the identification used and complete the certification.
 - (g) Send bonds, PD F 5387, and any other forms to your servicing FRB.

PD F 5394

Instructions

Application For Disposition of Series I Savings Bonds After the Death of the Registered Owner(s)

This guide is provided to assist you in helping heirs of deceased owners of U.S. Series I Savings Bonds to complete PD F 5394 to request payment or reissue. References in this guide to "bonds" means bonds of Series I. Instructions for completing PD F 5394 are also printed on the form.

PD F 5394 is for the purpose of requesting payment or reissue of Series I bonds belonging to a decedent's estate in almost all cases. Portions of this form provide information which is accepted in lieu of legal evidence, such as proof of appointment of a legal representative.

If Payment or Reissue is Requested by :

Then take this Action

1. Court Appointed Representative Currently Acting on Behalf of the Decedent's Estate

Complete PD F 5394, as follows:

- (a) Complete item 1 to show the name of the deceased owner. If more than one person named on the bond(s) is deceased, insert the name of the person who died last. Insert that decedent's social security number, date of death, and the state of his/her legal residence at the time of death in item 2.
- (b) Each person named on the bond(s) who died before the decedent should be listed in item 3, and their date of death should be provided in each case.
- (c) Complete item 4 to show pertinent information about the legal representative's appointment, including the court having jurisdiction, date of appointment, and fiduciary capacity.
- (d) Complete item 5 to show whether payment to the estate or distribution to persons entitled is desired.
- (e) Complete item 11 to show the desired distribution. In general, follow the instructions below:
 - (1) Insert the social security number and name of each person entitled to share in the estate. Use a separate section for each different person entitled.
 - (2) Describe the bonds and/or checks to which each person is entitled, in whole or in part.
 - (3) Check either "In Full" or indicate the extent (amount, fraction, or percentage) to which the person is entitled.
 - (4) The person entitled should indicate whether payment or reissue is desired.
 - (5) If a person entitled checks the box for "Reissue", he/she may name a coowner or a beneficiary by inserting the name of that person and checking the appropriate block.
 - (6) Insert the mailing address in "Delivery Instructions".
- (f) All persons entitled must sign in item 12. The form should be signed in the presence of an authorized certifying officer, who should then complete the signature certification.
- (g) Send bonds, PD F 5394, and any other forms to your servicing FRB.

PD F 5394

Instructions *(continued)*

If Payment or Reissue is
Requested by:

Then Take This Action

**2. Court Appointed Legal
Representative No Longer Acting
on Behalf of the Decedent's Estate**

Complete PD F 5394, as follows:

- (a) Complete item 1 to show the name of the deceased owner. If more than one person named on the bond(s) is deceased, insert the name of the person who died last. Insert that decedent's social security number, date of death, and the state of his/her legal residence at the time of death in item 2.
- (b) Each person named on the bond(s) who died before the decedent should be listed in item 3, and their date of death should be provided in each case.
- (c) Complete item 4 to show pertinent information about the legal representative's appointment, including the court having jurisdiction, date of appointment, and fiduciary capacity.
- (d) Complete item 6 to show the date the legal representative was discharged or, if not discharged, show his/her date of death.
- (e) Complete item 7 to indicate how person(s) completing item 11 is/are qualified to interpret court records.
- (f) An individual qualified to interpret court records should complete item 11 to certify that the person(s) named in item 11 are entitled to the bonds.
- (g) Complete item 11 to show the desired distribution. In general, follow the instructions below:
 - (1) Insert the social security number and name of each person entitled to share in the estate. Use a separate section for each different person entitled.
 - (2) Describe the bonds and/or checks to which each person is entitled, in whole or in part.
 - (3) Check either "In Full" or indicate the extent (amount, fraction, or percentage) to which the person is entitled.
 - (4) The person entitled should indicate whether payment or reissue is desired.
 - (5) If a person entitled checks the box for "Reissue", he/she may name a coowner or a beneficiary by inserting the name of that person and checking the appropriate block.
 - (6) Insert the mailing address in "Delivery Instructions".
- (h) All persons entitled must sign in item 12. The form should be signed in the presence of an authorized certifying officer, who should then complete the signature certification.
- (i) Send bonds, PD F 5394, and any other forms to your servicing FRB.

**3. The Person(s) Entitled to the
Decedent's Estate through
State Statute**

Complete PD F 5394, as follows:

- (a) Complete item 1 to show the name of the deceased owner. If more than one person named on the bond(s) is deceased, insert the name of the person who died last. Insert that decedent's social security number, date of death, and the state of his/her legal residence at the time of death in item 2.
- (b) Each person named on the bond(s) who died before the decedent should be listed in item 3 and their date of death should be provided in each case.
- (c) Complete item 11 to show the desired distribution. In general, follow the instructions below:
 - (1) Insert the social security number and name of each person entitled to share in the estate. Use a separate section for each different person entitled.
 - (2) Describe the bonds and/or checks to which each person is entitled, in whole or in part.

PD F 5394

Instructions *(continued)*

If Payment or Reissue is
Requested by:

Then Take This Action

- (3) Check either "In Full" or indicate the extent (amount, fraction, or percentage) to which the person is entitled.
- (4) The person entitled should indicate whether payment or reissue is desired.
- (5) If a person entitled checks the box for "Reissue", he/she may name a coowner or a beneficiary by inserting the name of that person and checking the appropriate block.
- (6) Insert the mailing address in "Delivery Instructions".
- (d) All persons entitled must sign in item 12. The form should be signed in the presence of an authorized certifying officer, who should then complete the signature certification.
- (e) Send bonds, PD F 5394, and any other forms or evidence to your servicing FRB.

4. The Person(s) entitled to the decedent's estate because no Legal Representative was appointed, and total redemption value of the bonds involved is \$100,000 or less.

Complete PD F 5394, as follows:

- (a) Complete item 1 to show the name of the deceased owner. If more than one person named on the bond(s) is deceased, insert the name of the person who died last. Insert that decedent's social security number, date of death, and the state of his/her legal residence at the time of death in item 2.
- (b) Each person named on the bond(s) who died before the decedent should be listed in item 3, and their date of death should be provided in each case.
- (c) Complete item 9 to indicate the persons entitled to share in the decedent's estate according to the order of precedence shown in the instructions. Indicate in item 10 if any of these individuals are under legal disability.
- (d) Complete item 11 to show the desired distribution to individuals listed in item 9. In general, follow the instructions below.
 - (1) Insert the social security number and name of each person entitled to share in the estate. Use a separate section for each different person entitled.
 - (2) Describe the bonds and/or checks to which each person is entitled, in whole or in part.
 - (3) Check either "In Full" or indicate the extent (amount, fraction, or percentage) to which the person is entitled.
 - (4) The person entitled should indicate whether payment or reissue is desired.
 - (5) If a person entitled checks the box for "Reissue", he/she may name a coowner or a beneficiary by inserting the name of that person and checking the appropriate block.
 - (6) Insert the mailing address in "Delivery Instructions".
- (e) All persons entitled must sign in item 12. The form should be signed in the presence of an authorized certifying officer, who should then complete the signature certification.
- (f) Send bonds, PD F 5394, and any other forms to your servicing FRB.


The Guide to Cashing Savings Bonds – Form PD P 0022

The Guide to Cashing Savings Bonds” ([PD P 0022](#)) explains the types of acceptable identification and provides paying agents a step-by-step question and answer approach for cashing bonds. The guide is designed to simplify the redemption process for tellers and as a result, eliminate errors that result in liability findings against their financial institutions.

Note: Paying agents should order sufficient quantities of the guide from your servicing FRB to distribute to all personnel involved with paying bonds.



How to Redeem a Savings Bond or Note

 For more information on redeeming savings bonds/notes, see the *Savings Bonds Resource Guide* (Chapter 5, Chapter 7, and Appendix D).

Can Redeem	Cannot Redeem
<ul style="list-style-type: none"> Series A, B, C, D, E/EE, and I. Savings notes.* Bonds at least 12 months old. Bonds in good condition (i.e., not mutilated, defaced, or altered). Presenter is owner or coowner. Presenter is beneficiary or legal representative (need documentary evidence). Presenter is parent with whom minor bondowner resides. <p>Identify the presenter (person redeeming the bond) and determine the redemption limit, if any, using one of the three methods shown on the back of this chart.</p> <p>Finish completing the "Request for Payment" section on the back of each bond.</p> <ul style="list-style-type: none"> Ensure presenter has signed this section in your presence. Have presenter insert his/her title (e.g., executor, administrator, if any, in your presence. If the address on the face of a bond is incorrect, have presenter insert the current address on the back of one bond. Insert the SSN of the presenter on one bond. Use the minor's SSN when paying a parent on behalf of the minor. Use the SSN or the EIN for the estate when paying an executor, administrator, or other fiduciary. <p>Determine value of the bonds, imprint and complete your payment stamp, and pay the presenter.</p> <p><i>Note:</i> Series EE bonds issued May 1997 or later and I Bonds have a 3-month interest penalty if cashed within the first five years from the issue date. In these circumstances, the interest penalty is already taken into account in the Tables of Redemption Values.</p> <p><i>*References to bonds also apply to savings notes.</i></p> <p>Encourage bondowners to use the Savings Bonds Wizard, available on www.savingsbonds.gov. They can download the Wizard, enter their bond information, and price their bonds. They can also use it to keep an inventory of their bonds.</p>	<ul style="list-style-type: none"> Series F, G, J, K, and H/HH. Individual Retirement Bonds. Retirement Plan Bonds. Presenter is an attorney-in-fact. Bonds owned by a corporation, partnership, or company. Requests for payment of less than total redemption value. <p>Identify the presenter (person redeeming the bond) and determine the redemption limit, if any, using one of the three methods shown on the back of this chart.</p> <p>Finish completing the "Request for Payment" section on the back of each bond.</p> <ul style="list-style-type: none"> Ensure presenter has signed this section in your presence. Have presenter insert his/her title (e.g., executor, administrator, if any, in your presence. If the address on the face of a bond is incorrect, have presenter insert the current address on the back of one bond. Insert the SSN of the presenter on one bond. Use the minor's SSN when a bond is presented by a parent on behalf of the minor. Use the SSN or the EIN for the estate when a bond is presented by an executor, administrator, or other fiduciary. <p>Certify the presenter's signature on the "Request for Payment" section on the back of the bonds by signing your name and title and affixing your corporate seal or issuing/ paying agent validating stamp.</p> <p>Forward transaction to your servicing FRB:</p> <ul style="list-style-type: none"> Include certified bonds and legal evidence, if any. (Evidence must be currently dated and bear an official seal.) Provide affidavit for any name differences between bond registrations and evidence. Provide payment instructions (i.e. by credit to reserve/correspondent account or by check). Use transmittal form provided by your servicing FRB, if any. Provide name and telephone number of contact person for problem resolution.

Acceptable Forms of Identification

Customer Identification

1. Ensure that the person who presents the bond for payment (presenter) is a customer whose name has been on the account for at least six months.
2. Have the presenter sign the "Request for Payment" section on the back of the bond.
3. Ensure that the signature on the bond compares favorably with the signature on file.
4. Write the account number on the back of the bond for identification purposes.
5. *There is no limit on redemption amount.*

Personal Identification


1. Ensure that the presenter is identified by another person (identifier) who must be
 - A customer whose name has been on the account for at least six months and whose signature compares favorably with one on file *or*
 - Personally known by an officer of your institution
2. Ask questions to ensure the identifier knows the presenter by the name on the bond and that the source and duration of their acquaintance makes the identification reliable. On the back of the bond, note the source and duration of their acquaintance, following the examples in form PD P 0022 *Guide to Cashing Savings Bonds*.
3. Have the identifier sign the back of the bond and provide a current address.
4. Have the presenter sign the "Request for Payment" section on the back of the bond.
5. *There is no limit on redemption amount.*

Documentary Identification

Note: Use this method when the presenter does not have an account at your institution or if the account was established less than six months ago.

1. Ask presenter to provide an ID document, listed as approved in form PD P 0022 *Guide to Cashing Savings Bonds*, and examine it to ensure
 - It has the same name as shown on the bond
 - The signature and the picture or physical description compare favorably with the presenter
 - Nothing raises suspicion as to its authenticity
2. On the back of the bond, note the type of ID used, following the examples in form PD P 0022 *Guide to Cashing Savings Bonds*.
3. Have the presenter sign the "Request for Payment" section on the back of the bond.
4. *Remember there is a limit of \$1,000 redemption value per transaction.*

How to Exchange Series E/EE Savings Bonds for Series HH Bonds

 For more information on handling exchange transactions, see the *Savings Bonds Resource Guide* (Chapter 4, Appendix C and Appendix D).

In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

Note: I Bonds and Savings Notes are not eligible for any exchange transactions.

1. Determine if the bonds are eligible for exchange. If the bonds satisfy the following requirements, they are eligible for exchange:

- The Series EE bonds are at least twelve months old.
- The Series E bonds are not more than one year past their final maturity.

 See "Original and Final Maturity" section in Chapter 1.

- The redemption value of the bonds presented for exchange is at least \$500.
-

2. Determine who is eligible to request the exchange, and review the desired registration for the HH bonds.
-

3. Identify the presenter, using one of the three methods shown on the back of this chart.
-

4. Ensure the presenter signs the "Request for Payment" section on the back of each bond in your presence. You do not have to certify the signature if your institution is redeeming the bonds.

- If the presenter is the principal coowner, this person's name must appear first on the Series HH bonds.
 - If the presenter is not the principal coowner, the presenter should mark through that portion of the statement concerning the correctness of the SSN on form PD F 3253, and provide an IRS form W-9 signed by the principal coowner.
 - If the address provided on the face of the bond(s) is incorrect, the presenter should insert the current address on one bond.
 - Insert the presenter's correct SSN on the bond if the SSN on the bond is incorrect.
-

5. Use BondPro or other reliable bond pricing software to determine the value of the bonds.
-

6. Determine the denomination(s) of Series HH bonds to be issued.

- The owner can add funds (\$499.99 or less) necessary to obtain Series HH bonds of the next higher \$500 multiple.
 - The owner can receive a refund (\$499.99 or less) of the difference between the redemption value and the next lower \$500 multiple of Series HH bonds. You must report the refund for Federal income tax purposes.
-

7. Complete form PD F 3253, including the worksheet/chart. **Remember to provide ACH deposit information for semiannual interest payment purposes.**
-

8. If you redeem the bonds, forward form PD F 3253, the worksheet, and full payment for the Series HH bonds (by authorizing charge to your reserve/correspondent account or by check) to your servicing FRB, but *send the paid bonds to your local FRB via EZ CLEAR*.

You should forward bonds that your institution is not authorized to redeem to your servicing FRB with form PD F 3253 and the worksheet/chart. In this case you must certify the signature on the bonds.

Acceptable Forms of Identification

Customer Identification

1. Ensure that the person who presents the bond for exchange (presenter) is a customer whose name has been on the account for at least six months.
2. Have the presenter sign the "Request for Payment" section on the back of the bond.
3. Ensure that the signature on the bond compares favorably with the signature on file.
4. Write the account number on the back of the bond for identification purposes.

Personal Identification

1. Ensure that the presenter is identified by another person (identifier) who must be:
 - A customer whose name has been on the account for at least six months and whose signature compares favorably with one on file *or*
 - Personally known by an officer of your institution
2. Ask questions to ensure the identifier knows the presenter by the name on the bond and that the source and duration of their acquaintance makes the identification reliable. On the back of the bond, note the source and duration of their acquaintance, following the examples in form PD P 0022 *Guide to Cashing Savings Bonds*.
3. Have the identifier sign the back of the bond and provide a current address.
4. Have the presenter sign the "Request for Payment" section on the back of the bond.

Documentary Identification

Note: Use this method when the presenter does not have an account at your institution or if the account was established less than six months ago.

1. Ask presenter to provide an ID document, listed as approved in form PD P 0022 *Guide to Cashing Savings Bonds*, and examine it to ensure:
 - It has the same name as shown on the bond
 - The signature and the picture or physical description compare favorably with the presenter
 - Nothing raises suspicion as to its authenticity
2. On the back of the bond, note the type of ID used, following the examples in form PD P 0022 *Guide to Cashing Savings Bonds*.
3. Have the presenter sign the "Request for Payment" section on the back of the bond.

How to Help With a Savings Bond Reissue Transaction

In certain situations, savings bonds may be reissued to change the names or forms of registration. You may help your customer complete the proper form for this transaction.



For more information on reissue transactions, see the *Savings Bonds Resource Guide* (Chapter 3, Chapter 7, Appendix C and Appendix D).

1. Determine if the bond(s) is eligible for reissue. The following circumstances **prohibit** a bond(s) from being reissued:

- The bond has 30 days or less remaining to final maturity, or has reached final maturity and stopped earning interest.



See "Original and Final Maturity" section in Chapter 1.

- The only purpose of reissue is to (1) change denominations or (2) correct an address, a social security number, or a minor typographical error.
-

2. Handle a bond eligible for reissue as follows:

- Complete a separate form for each series of bonds (e.g., one form for all Series EE bonds and one form for all I Bonds).
 - Complete a separate form for each new registration requested.
 - If Series H/HH bonds are involved, the new owner must certify that the SSN is correct and that the owner is not subject to backup withholding. If the form used to request reissue does not bear this preprinted certification statement, the new owner must complete and sign IRS form W-9.
 - If Series HH bonds issued are involved, the new owner should complete a SF 1199A or form PD F 5396.
-

3. Have the presenter sign the form, and certify the presenter's signature on the form by signing your name and title and affixing your corporate seal or issuing/paying agent validating stamp. It is not necessary for the bond(s) to be signed and certified. The requirements for identifying the presenter are the same as for redeeming bonds, except no dollar amount limitations apply.
-

4. Forward all reissue transactions to your servicing FRB.

- Include bonds, reissue and related forms, and legal evidence, if any. (Evidence must be currently dated and bear an official seal.)
- Provide an affidavit for any name differences between the bond registrations and the evidence.
- Use the transmittal form provided by your servicing FRB, if any.
- Provide the name and telephone number of a contact person for problem resolution.

Appendix F

List of Relevant Treasury Circulars



Treasury Circulars are available from your servicing Federal Reserve Bank

Subject	Treasury Regulations	Code of Federal Regulations
Offering of Series I	DCPD 1-98	31 CFR, Part 359
Regulations/Series I	DCPD 2-98	31 CFR, Part 360
Offering of Series EE	DCPD 1-80	31 CFR, Part 351
Offering of Series HH	DCPD 2-80	31 CFR, Part 352
Regulations/Series EE and HH	DCPD 3-80	31 CFR, Part 353
*Regulations/Series E and H, Savings Notes, and matured Series A, B, C, D, F, G, J, and K	DC 530	31 CFR, Part 315
Regulations/Issuing Agents	DCPD 4-67	31 CFR, Part 317
Regulations/Paying Agents	DC 750	31 CFR, Part 321
Paying Agent - Special Endorsement	DC 888	31 CFR, Part 330
General Regulations/ US Securities	DC 300	31 CFR, Part 306
** Offering of Series E	DC 653	31 CFR, Part 316
**Offering of Series H	DC 905	31 CFR, Part 332
**Offering of Savings Notes	DCPD 3-67	31 CFR, Part 342

**Securities no longer offered for sale but regulations are still in effect for outstanding bonds and notes.*

***Securities no longer offered for sale.*

Part 351 - Offering of United States Savings Bonds, Series EE

Sec.

- 351.0 Offering of bonds.
- 351.1 Governing regulations.
- 351.2 Description of bonds.
- 351.3 Registration and issue.
- 351.4 Limitation on purchases.
- 351.5 Purchase of bonds.
- 351.6 Delivery of bonds.
- 351.7 Payment or redemption.
- 351.8 Taxation.
- 351.9 Education savings bond program.
- 351.10 Reservation as to issue of bonds.
- 351.11 Waiver.
- 351.12 Fiscal Agents.
- 351.13 Reservations as to terms of offer

Part 316 - Offering of United States Savings Bonds, Series E

Sec.

- 316.1 Offering of bonds.
- 316.2 Description of bonds.
- 316.3 Governing regulations.
- 316.4 Registration.
- 316.5 Limitation on holdings.
- 316.6 Purchase of bonds.
- 316.7 Delivery of bonds.
- 316.8 Extended terms and yields for outstanding bonds.
- 316.9 Taxation.
- 316.10 Payment or redemption.
- 316.11 Reservation as to issue of bonds.
- 316.12 Fiscal agents.
- 316.13 Reservation as to terms of offer

Part 352 Offering of United States Savings Bonds, Series HH

Sec.

- 352.0 Offering of bonds.
- 352.1 Governing regulations.
- 352.2 Description of bonds.
- 352.3 Registration and issue.
- 352.4 Limitation on purchases.
- 352.5 Authorized issuing and paying agents.
- 352.6 [Reserved]
- 352.7 Issues on exchange.
- 352.8 Reinvestment of matured Series H bonds.
- 352.9 Delivery of bonds
- 352.10 Taxation.
- 352.11 Reservation as to issue of bonds.
- 352.12 Waiver.
- 352.13 Fiscal agents.
- 352.14 Reservations as to terms of offer.

Part 332 - Offering of United States Savings Bonds, Series H

Sec.

- 332.1 Offering of bonds.
- 332.2 Description of bonds.
- 332.3 Governing regulations.
- 332.4 Registration.
- 332.5 Limitation on holdings.
- 332.6 Purchase of bonds.
- 332.7 Delivery of bonds.
- 332.8 Extended terms and yields for outstanding bonds.
- 332.9 Taxation.
- 332.10 Payment or redemption.
- 332.11 Reservation as to issue of bonds.
- 332.12 Fiscal agents.
- 332.13 Reservation as to terms of offer

Part 330 - Regulations Governing Payment under Special Endorsement of United States Savings Bonds and United States Savings Notes (Freedom Shares)

Sec.

- 330.0 Purpose
 - 330.1 Definition of terms.
 - 330.2 Qualification for use of special endorsement.
 - 330.3 Special endorsement of securities
 - 330.4 Guaranty given to the United States
 - 330.5 Evidence of owner's or beneficiaries authorization to affix special endorsement.
 - 330.6 Securities eligible for special endorsement
 - 330.7 Payment or redemption-exchange by agent.
 - 330.8 Payment or redemption-exchange by Federal Reserve Bank.
 - 330.9 Fiscal agents.
 - 330.10 Modifications of other circulars.
 - 330.11 Supplements, amendments, or revisions.
-

Part 315 - Regulations Governing U.S. Savings Bonds, Series A, B, C, D, E, F, G, H, J, and K, and U. S. Savings Notes

Subpart A - General Information

Sec.

- 315.0 Applicability.
- 315.1 Official agencies.
- 315.3 Definitions.

Subpart B – Registration

- 315.5 General rules.
- 315.6 Restrictions on registration.
- 315.7 Authorized forms of registration.

Subpart C - Limitations on Annual Purchases

- 315.10 Limitations.
- 315.11 Excess purchases.

Subpart D - Limitations on Transfer or Pledge

- 315.15 Transfer.
- 315.16 Pledge.

Subpart E - Limitations on Judicial Proceedings - No Stoppage or Caveats Permitted

- 315.20 General.
- 315.21 Payment to judgment creditors.
- 315.22 Payment or reissue pursuant to judgment.
- 315.23 Evidence.

Part 317 - Regulations Governing Agencies for Issue of United States Savings Bonds

Sec.

- 317.0 Purpose and effective date.
 - 317.1 Definitions.
 - 317.2 Organizations authorized to act.
 - 317.3 Procedure for qualifying and serving as issuing agent.
 - 317.4 Issuing agents currently qualified.
 - 317.5 Termination of qualification.
 - 317.6 Issuances of bonds.
 - 317.7 Obtaining and accounting for bond stock.
 - 317.8 Remittance of sales proceeds and registration records.
 - 317.9 Role of Federal Reserve Banks.
 - 317.10 Reservation.
-

Part 353 - Regulations Governing United States Savings Bonds, Series EE and H

Subpart A - General Information

Sec.

- 353.0 Applicability.
- 353.1 Official agencies.
- 353.3 Definitions.

Subpart B - Registration

- 353.5 General rules.
- 353.6 Restrictions on registration.
- 353.7 Authorized forms of registration.
- 353.8 Chain letters prohibited.

Subpart C - Limitations on Annual Purchases

- 353.10 Amounts which may be purchased.
- 353.11 Computation of amount.
- 353.12 Disposition of excess.
- 353.13 Employee plans - Conditions of eligibility.

Subpart D - Limitations on Transfer or Pledge

- 353.15 Transfer.
- 353.16 Pledge.

Subpart E - Judicial Proceedings

- 353.20 General.
- 353.21 Payment to judgment creditors.
- 353.22 Payment or reissue pursuant to judgment.
- 353.23 Evidence.

**Part 315 – Regulations Governing
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Contact List

Federal Reserve Bank (FRB) Savings Bond Servicing Sites

There are five Federal Reserve sites that process savings bond transactions and provide instructional materials for agents in their region.

FRBs provide the following materials:

Gift Certificates, RDS supplies, PD and FA forms, Regulations and Qualification Agreements, and other information. Reserve Banks also conduct Training Seminars.



Servicing Sites	Geographic Area Served
Buffalo Branch Federal Reserve Bank of New York	CT, MA, ME, NH, NJ (northern half), NY (City and State), PR, RI, VI, VT
Federal Reserve Bank of Kansas City	AK, AR, AZ, CA, CO, GU, HI, ID, IL (southern half), IN (southern half), KS, KY (western half), LA (northern half), MO, MS (northern half), NE, NM, NV, OK, OR, TN (western half), TX, UT, WA, WY
Federal Reserve Bank of Minneapolis	IA, IL (northern half), IN (northern half), MI, MN, MT, ND, SD, WI
Pittsburgh Branch Federal Reserve Bank of Cleveland	DE, KY (eastern half), NJ (southern half), OH, PA, WV (northern panhandle)
Federal Reserve Bank of Richmond	AL, DC, FL, GA, LA (southern half), MD, MS (southern half), NC, SC, TN (eastern half), VA, WV (except northern panhandle)

Bureau of the Public Debt

Public Debt is the Treasury Bureau tasked with administering the Savings Bonds program. The Offices of Securities Operation and Investor Services supervise the issuing, servicing, and retirement of all series of savings bonds, savings notes, and retirement bonds. The Office also settles claims for lost, stolen, destroyed and mutilated bonds. Public Debt's Marketing Office is responsible for promoting the sale and retention of savings bonds and provides customer brochures and marketing material.

Bureau of the Public Debt

1-800-4-US-BOND (Rate Announcement)
www.savingsbonds.gov

Savings Bond Operations Office
Bureau of the Public Debt
Parkersburg, WV 26106-1328
304-480-6112

Marketing Office
Bureau of the Public Debt
999 E Street, NW
Washington, DC 20226
202-219-3914

Federal Reserve Bank (FRB) Savings Bond Servicing Sites

Buffalo

1-800-234-2931
customerservice.buffalo@ny.frb

Over-the-Counter Transactions:
Buffalo Branch
Federal Reserve Bank of New York
P.O. Box 1093
Buffalo, NY 14240-1093

All Other Transactions:
Buffalo Branch
Federal Reserve Bank of New York
P.O. Box 961
Buffalo, NY 14240-0961

Kansas City

1-800-333-2919
cru.mail@kc.frb.org

Over-the-Counter Transactions:
Federal Reserve Bank of Kansas City
P.O. Box 419161
Kansas City, MO 64141-6161

All Other Transactions:
Federal Reserve Bank of Kansas City
P.O. Box 419440
Kansas City, MO 64141-6440

To Order Supplies:
Federal Reserve Bank of Omaha
Attn: DI Forms
P.O. Box 3958
Omaha, NE 68103-0958
To fax orders: 1-800-215-2939

Minneapolis

1-800-553-2663
mpls.savingsbonds@mpls.frb.org

Over-the-Counter Transactions:
Federal Reserve Bank of Minneapolis
P.O. Box 89
Minneapolis, MN 55480-0089

All Other Transactions:
Federal Reserve Bank of Minneapolis
P.O. Box 214
Minneapolis, MN 55480-0214

Pittsburgh

1-800-245-2804
savingsbonds@clev.frb.org

Over-the-Counter Transactions:
Pittsburgh Branch
Federal Reserve Bank of Cleveland
P.O. Box 100
Pittsburgh, PA 15230-0100

All Other Transactions:
Pittsburgh Branch
Federal Reserve Bank of Cleveland
P.O. Box 299
Pittsburgh, PA 15230-0299

Richmond

1-800-322-1909
savingsbonds@rich.frb.org


Over-the-Counter Transactions:
Federal Reserve Bank of Richmond
Savings Bond Operations RDS Unit
P.O. Box 27532
Richmond, VA 23261-7532

All Other Transactions:
Federal Reserve Bank of Richmond
Savings Bond Operations
Bond Examination Unit
P.O. Box 85053
Richmond, VA 23285-5053

Savings Bonds Training Outline

This outline provides key information regarding savings bonds that you may find useful when conducting in-house training.

I. Introduction

 See Chapter 1 for more information.


A. Background

- A savings bond represents a loan made to the United States. Bonds are registered securities backed by the full faith and credit of the United States. They cannot be sold in a secondary securities market or used as collateral.
- The U.S. Savings Bond Program began in 1935. The Series E bond was introduced in May 1941 and became the most widely held security in the world. The Series EE bond replaced the Series E bond in 1980. The I Bond was introduced in 1998.

B. Relationship among Financial Institutions, the Federal Reserve Bank (FRB), and the Bureau of the Public Debt

- Financial institutions meet customer needs by assisting in the completion of savings bond transactions and related questions.
- The FRB services financial institutions by processing savings bond payments and transactions and providing instructional materials.
- The Bureau of the Public Debt establishes guidelines, accounts for printed unissued stock, makes final accounting for bonds issued and bonds retired, conducts marketing activities, and processes savings bond cases that are beyond the authority of the FRB.

II. General Information

 See Chapters 1 and 7 for more information.

A. Series Available

The following series of savings bonds can be obtained as new issues:

- Series EE (Accrual type) - Bond is purchased at a discount; interest accumulates and is paid as part of the bond's redemption value when the bond is cashed.
- Series I (Accrual type) - Bond is purchased at face value; interest accumulates and is paid as part of the bond's redemption value when the bond is cashed.
- Series HH (Current-income type) - Bond is issued at the face amount; interest is paid by direct deposit via the Automated Clearing House (ACH) method every six months. In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

B. Denominations

■ **Series EE** - Available over-the-counter in denominations of \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000, and \$10,000. (The \$50 and \$75 denominations are not available through payroll deduction.)

■ **I Bonds** - Available over-the-counter and through payroll deduction in denominations of \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000, and \$10,000. (The \$200 and \$10,000 denominations were not available for purchase before May 1999; therefore, the earliest issue date is May 1999.)

■ **Series HH** - Available in denominations of \$500, \$1,000, \$5,000, and \$10,000 by exchanging eligible Series E/EE bonds. (I Bonds cannot be exchanged for any series of bonds.)

C. Eligible Owners

■ Residents of the United States, its territories and possessions, and the Commonwealth of Puerto Rico.

■ Citizens of the United States residing abroad.

■ Civilian employees of the United States or members of its Armed Forces, regardless of residence or citizenship, provided they have a taxpayer identification number (TIN).

■ Residents of Canada or Mexico who work in the United States, but only if the bonds are purchased on a payroll savings plan and the owner provides a TIN.

D. Authorized Forms of Registration

■ Individual: owner, coowner, beneficiary.

■ Fiduciaries: trustees, custodians, guardians, etc.

■ Private and public organizations. (Not available for I Bonds)

E. Purchase Limits

■ The current annual purchase limit on Series EE bonds is \$30,000 (purchase price) - \$60,000 (face amount) per person (first-named registrant – owner or first-named coowner), per calendar year.

■ The current annual purchase limit on I Bonds is \$30,000 face value per Social Security Number (SSN). Bonds purchased in coownership form are attributable to the first-named coowner whose SSN is on the bond. Gift bonds are not included when figuring whether the purchaser's own bonds are in excess of the limit.

■ Bonds purchased and redeemed in the same calendar year are excluded from the limitation as well as bonds the purchaser obtained in earlier years.

■ Series HH bonds are obtained through exchange or reinvestment and are not subject to a purchase limit.

F. Interest and Maturity

I Bonds

■ I Bonds are accrual type securities. Interest accumulates and is paid when the bond is redeemed.

■ I Bonds usually increase in value monthly, and interest is compounded semiannually. I Bonds can earn interest for up to 30 years - a 20-year original maturity period and a 10-year extended maturity period. I Bonds redeemed before five years are subject to a three-month interest penalty.

- An I bond's earnings rate reflects the combination of a fixed rate and an inflation rate. An I bond's fixed rate applies, and does not change, for the entire life of the bond. An inflation rate can vary. It is the percent change in the CPI-U over a six-month period - March to September and September to March. Rates are announced in May and November.

Series E/EE Bonds and Savings Notes



See Appendix J for detailed questions and answers about interest on these bonds/notes.

- Series E/EE bonds and savings notes are accrual type securities. Interest is added to the redemption value of the bond and is paid when the bond is redeemed.

Series EE Bonds Issued May 1997 and After

- Series EE bonds with May 1997 and later issue dates earn interest at rates that are 90% of six-month averages of 5-year Treasury securities yields. These bonds increase in value monthly, and interest is compounded semiannually. Bonds redeemed before they are 5 years old are subject to a 3-month penalty.

- Interest rates are announced in May and November. They are annual rates that apply to bonds for the next six-month earning periods.

Series EE Bonds Issued May 1995 through April 1997

- Interest is added every six months. Bonds will increase in value six months after the issue date and every six months thereafter.

- Interest earned is based on market yields for Treasury securities for the first 17 years (original maturity).

- Bonds earn the short-term rate for the first five years and the long-term rate from 5 to 17 years.

- The short-term rate is 85% of the average (during the previous 3 months) of six-month Treasury securities yields.

- The long-term rate is 85% of the average (during the previous six months) of five-year Treasury securities yields.

- Rates are announced each May 1 and November 1. (Call 1-800-4-US-BOND for a current rate recording.)

Series E/EE Bonds Issued Before May 1, 1995

- During the first five years bonds earn interest:

- ✓ At their guaranteed minimum rate if issued from March 1993 through April 1995, or
- ✓ On a fixed graduated scale if issued before March 1, 1993

- Bonds that are at least five years old earn interest at market-based rates or guaranteed minimum rates, whichever type of return overall results in a bond being worth more.

- ✓ The market-based savings bond rate is set at 85% of the average of the 5-year Treasury securities yields for the applicable earning periods.

- ✓ Guaranteed minimum rates are set at the time a bond is issued. The rate is subject to change as a bond enters a new extension period.

- Series E bonds, savings notes, and Series EE bonds issued before March 1993 increase in value every six months. Series EE bonds issued from March 1993 through April 1995 increase in value monthly for the first five years but increase every six months (from their issue dates) after the first five years (unless monthly increases in value are needed to make sure bondowners receive the guaranteed minimum return.)

- Bonds earn interest beyond original maturity until they reach final maturity - a term of 30 or 40 years, depending on the issue date.

Series H/HH Bonds

- Series H/HH bonds are current-income type securities. Interest is paid every six months by direct deposit (ACH) to an account in the owner's or coowner's name. In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.
- Series HH bonds earn interest at a fixed rate.
- Series HH bonds are issued for an original term of 10 years and have one 10-year extension, giving them a full life of 20 years.
- Interest rates are set at the time of purchase and may be changed as the bonds enter their extension period.

G. Education Savings Options

Option 1 - Interest Exclusion from Taxes

- The interest on bonds purchased after December 31, 1989, may be tax-exempt when used to: (1) pay tuition and fees at qualified educational institutions; or (2) make contributions to a qualified state tuition program (beginning with the 1998 tax year), provided the bondowners meet certain income and registration requirements.
- Advise the bondowner to maintain records of tuition and fees versus interest paid on the bonds. Refer them to IRS forms 8815 and 8818 and IRS Publication 550 and 970. The paying agent will issue an IRS form 1099-INT either at the time of redemption or at the end of the year showing the amount of interest paid on the bonds redeemed.

Option 2 - Other Approaches to Handling Bond Interest

- Interest income on bonds purchased in a child's name alone or with a parent as the beneficiary (not a coowner) can be included in income by the child each year as interest accrues or be deferred until the bonds are redeemed.

H. Claims for Loss, Theft, or Destruction of Bonds After Receipt

- If a bond is lost, stolen, or destroyed after receipt, the bondowner must complete form PD F 1048 to obtain a replacement and mail the form directly to the Bureau of the Public Debt for processing.

I. Chain Letter Schemes

- If you become aware of bonds involved in a chain letter scheme, advise the bond "holder" to complete form PD F 2966. You should submit the form and bond(s) to your servicing FRB.
- The claimant will receive the original purchase price of the bond but will not receive any interest that has accumulated because the bond was purchased through a chain letter scheme.

III. Issuing Bonds



See Chapters 1, 2, and 7 for more information.

A. Special Series EE and I Bond Programs

Bond-a-Month Plan

- The savings bonds associated with this plan are purchased over-the-counter at participating financial institutions.
- To initiate the Bond-a-Month plan, the customer completes a purchase order form PD F 5263 or PD F 5374 and denotes desired frequency of purchase (weekly, bimonthly, monthly, etc.).

- You copy the original order form for each subsequent purchase, write "bond-a-month" in the signature field, write a date in the application date field, and stamp the current date in the block marked "for agent use only".

- The completed copy is batched with other savings bond order forms and sent to your servicing FRB

Payroll and Promotional Bonds

- Bonds can be purchased by organizations as part of a payroll savings plan for employees or for an incentive award or promotional program. Interested organizations should contact their servicing FRB for information.

B. Over-the-Counter Bonds

Agent procedures

- The Purchaser completes a bond order form PD F 5263, PD F 5263-1 or PD F 5374 PD F 5374-1 and remits the payment to you. You batch order forms with a transmittal document form 8642 for EE bonds and form 1357 for I bonds and send or transmit the information to your servicing FRB. It is important to batch I Bond orders separately from Series EE orders. *Note: Fiduciary registrations must be forwarded to your servicing FRB. Do not process over FedLine.*

- There are several submission options for the completed savings bond order forms: paper, tape/cartridge, diskette, or electronic data transmission.

- All completed savings bond order forms are processed at one of the following five servicing FRBs: Buffalo, Kansas City, Minneapolis, Pittsburgh, or Richmond.

- When the servicing FRB receives the batch of order forms, your reserve/correspondent account is debited for the dollar amount of the batch. If an order form must be rejected due to errors, your account will be credited by the corresponding amount of the application.

Completing Purchase Order Forms

- Registration options include individual and fiduciary.

- Proper completion of Item 2: This information should be completed if the bond will be mailed to someone other than the bondowner.

- The SSN should be that of the owner, but if the owner's number is not known, the purchaser's number may be used. The number is used for record keeping purposes only. This number will appear on the face of the savings bond but does not indicate tax liability.

Agent Responsibilities

- Ensure that each purchase order form is complete, accurate, and legible. Offer a gift certificate if the purchaser is not the bondowner. Verify that the information entered into an automated system matches the order form.

- Collect payment for the bonds being ordered.

- Ensure that your servicing FRB receives orders and payment within five business days of the recorded purchase date.

- Reconcile reserve account charges daily, and make inquiries on questionable items on a timely basis. The timeliness of these inquiries is important because purchase records are available at your servicing FRB for a limited number of months.

- Handle inquiries regarding bonds.

Acceptable Forms of Payment

- The purchaser can pay you by cash, check, money order or savings stamps. It should be noted that agents accept personal checks at their own risk, particularly those drawn on accounts with other DFIs.

- Your servicing FRB charges the reserve/correspondent account of your institution.

Completing Batch Transmittal Forms

- Order forms are assembled in groups of not more than 40 per batch with only one series per batch.
- Complete transmittal form 8642 and form 1357 properly to avoid delays in processing. Provide a contact name and telephone number on the transmittal form that your servicing FRB may use if additional information is needed.

Maintaining a Supply of Forms

- Monitor the amount of forms inventory on hand and order forms from your servicing FRB several weeks in advance to allow ample time for delivery.

Record Retention

- Retain purchase applications for four months.

Processing Time

- You are required to send savings bond order forms and associated payments to your servicing FRB within 5 business days of the date of the order form.
- Savings bonds should be received within 15 business days of the purchase order date.

Fee Payment

- You are paid \$.50 per order form for each paper form PD F 5263, 5263-1, 5374, or 5374-1 submitted.
- You are paid \$.85 per order form submitted via an automated format. (Remember that form PD F 5263-1 and PD F 5374-1 can be submitted in paper form only).

Interest Assessment

- If you exceed the 5-day requirement for submitting order forms, you are subject to an interest assessment.

Bond Delivery

- The U.S. Postal Service returns undeliverable bonds to your servicing FRB. The FRB will contact you to facilitate resolution and subsequent delivery of the bonds.


Issue Date of Bond

- The date on the purchase order form determines the issue date.
- If you accept payment by check, you should base the date on the order form according to the availability of the funds.

Claims for Nonreceipt of Bonds

- Before a bond may be replaced due to nonreceipt, a period of 30 calendar days must elapse from the date of printing to ensure that it has not been delayed in the mail. After this period, the servicing FRB will complete form PD F 3062, the nonreceipt claim form, and send it to the customer for signature.
- Upon receipt of the signed form PD F 3062 from the customer, the servicing FRB will replace the bond. If the original bond is older than six months from date of issue, the case must be forwarded to the Bureau of the Public Debt for processing and replacement.

IV. Reissue Transactions

 See Chapters 3 and 7, and Appendixes C and D for more information.

A. Requests for Reissue

- A reissue is used to change the registration of a bond. The newly reissued bond will bear the same issue date and will be of the same series as the original.
- Bonds may **not** be reissued to
 - ⊖ Change an address. (For Series H/HH bonds, the owner should update the Treasury's records by completing form PD F 1980 or by using the secure Internet HH/H account management system at **www.savingsbonds.gov/sav/sbhhbits.htm**. To change the financial institution for depositing interest, the owner must complete a SF 1199A or PD F 5396.)
 - ⊖ Change the spelling of the “mail-to” name.
 - ⊖ Correct SSN errors. (Notify the Treasury in writing to update its records.)
 - ⊖ Change denominations.

■ Bonds will not be reissued within one month of, or after, final maturity. (A request for reissue of such bonds will, however, be accepted to establish an authorized change in ownership of the bonds for subsequent redemption.) Bonds cannot be reissued if processed by your servicing FRB less than one full calendar month before final maturity. To ensure reissue, mail bonds to the servicing FRB so the bonds will arrive no later than two months before final maturity.


B. Agent Responsibilities

- Establish the correct reissue form to use by referencing the reissue tables and assist the bondowner in completing it, using one form for each series of bonds submitted and for each different registration requested. (Series H/HH bonds may be placed on the same form.)
- Ensure that the owner signs each form submitted in the presence of a certifying official, who should sign his or her name and title and affix the agent identification stamp. This stamp should identify the name of the institution and branch location.
- Ensure that proper evidence, if any, is included.
- ✓ Certified letters of appointment (Must not be more than one year old or must be updated within six months from the date it is presented as being in full force and effect.)
- ✓ Certified copy of court evidence (For example, adoption papers and divorce decrees.)
- ✓ Certified copy of death certificate (There is no time limitation on this document.)

C. FRB Responsibilities

- Your servicing FRB bond examiners evaluate transactions to ensure that the bonds, the reissue request, and required evidence are current and in proper form. If all paperwork is in order, the reissue transaction will be completed within 20 business days. The new bonds will be delivered as requested.
- In some cases, your servicing FRB is required to forward transactions to Public Debt for processing. If so, your FRB will notify you.

V. Acquiring Series HH Bonds

 See Chapter 4, and Appendixes C and D for more information.

A. Exchange of Series E/EE Bonds/Notes for Series HH Bonds

In May 2003, Treasury announced its intention to discontinue offering Series HH bonds after mid-2004.

- ⊗ I Bonds are not eligible for exchange transactions.
- ⊗ More than one year has passed since all Savings Notes stopped earning interest, so savings notes are, therefore, not eligible for exchange transactions.

- Series HH bonds are obtained by the exchange of Series E/EE bonds provided the bonds are at least 12 months old and not more than one year past the month in which their final maturity dates occur. For example, a Series EE bond issued in July 1996 is eligible for exchange beginning January 1, 1997. A Series E bond that matures in June 1996 is eligible for exchange through June 1997.

- A bondowner must have a minimum redemption value of \$500 in Series E/EE to exchange them for Series HH bonds.

- Series HH bonds must be issued to the nearest multiple of \$500 of the redemption value. If the redemption value of the Series E/EE bonds is an even multiple of \$500, Series HH bonds must be requested in the full amount. If the redemption value exceeds but is not an even multiple of \$500, the applicant has the option either

- ✓ To add the cash necessary to bring the amount of the application to the next higher multiple of \$500, or
- ✓ To receive a cash refund to reduce the amount of the application to the next lower multiple of \$500

- Any funds returned to the bondowner from the redeemed bonds used for exchange should be reported as interest income. The agent processing the exchange will provide an IRS form 1099-INT for the funds returned.

- The interest from Series E/EE bonds may be reported in the tax year of the exchange or deferred until the Series HH bonds are redeemed, stop earning interest, or are otherwise disposed of.

- The semiannual interest payments received from Series HH bonds are taxable as interest income for the year in which they are received. The Treasury will supply IRS Form 1099-INT.

- There is no limit on the amount of Series E/EE savings bonds which may be exchanged for Series HH bonds.

Ownership Eligibility

- The principal owner or coowner must be named first in the registration on the Series HH bonds. Otherwise, the interest may not be deferred.

- If the principal coowner does not make the request for an exchange, IRS form W-9, signed by the principal coowner, is required.

- If the direct deposit account for the exchange is not at your institution, the bondowner must complete a SF 1199A or PD F 5396.

- The legal representative of the decedent's estate should not conduct an exchange, but should first request distribution to the person entitled using form PD F 1455. The legal representative is required to show full title, appropriate identification, and evidence of appointment. The person entitled may request the exchange.

Exchange Transactions Processed By Financial Institutions

- Qualified paying agents have the authority to process Series E/EE bonds submitted in exchange for Series HH bonds by individuals authorized to request the exchange.

- The Series E/EE bonds that you redeem should be processed through EZ CLEAR and not mailed with the exchange application.
- You should include form PD F 3253 and the worksheet when submitting an exchange application.

Exchange Transactions That Should Be Forwarded To Your Servicing FRB

- Your servicing FRB must process exchanges involving bonds that you are not authorized to pay, such as bonds presented with a power of attorney and bonds presented by a trustee whose name and fiduciary title are *not* in the registration of the bonds presented.
- You may assist customers in completing the application and should forward the application and bonds to your servicing FRB.

Completion Of Exchange Subscription (Form PD F 3253)

- Form PD F 3253 provides information on use of the form, where to submit the exchange application, and a detailed worksheet to be used in conjunction with the exchange application.

B. Reinvestment of Series H Bonds

- Owners of matured Series H bonds (30 years) and Series HH bonds (20 years) are notified by the Treasury to reinvest them into Series HH bonds or redeem them for proceeds.
- Any deferred interest that appears on the tax legend of the Series H bond must be reported in the year the bond matures. If applicable, an IRS form 1099-INT will be issued by the Bureau of the Public Debt for reporting the payee's interest income.
- A bondowner may use the computer-generated notice received in the mail from the Treasury to request reinvestment, as long as the bond registration remains the same. If the bond registration differs in any way, you should provide the bondowner with form PD F 1993.

VI. Paying Bonds



See Chapters 5, 6, and 7, and Appendix D for more information.

A. General Information

- When a bond is presented for redemption, you should
- ✓ Ensure that the bond is at least 12 months old and examine the bond for alterations, erasures, and invalid or incorrect bond registrations.
- ✓ Establish evidence requirements based on bond registration and the individual requesting payment.
- ✓ Ensure proper identity using Form PD P 0022 *The Guide to Cashing Savings Bonds* to avoid any potential loss as a result of the fraudulent payment of bonds.
- ✓ Obtain the signature of the person requesting payment and notate the ID and evidence on the back of the bond.
- ✓ If the SSN of the payee differs from the one shown on the bond, write the correct SSN on the back of the bond.
- ✓ If payment is to be made by your servicing FRB, you should ask the presenter to sign the bonds and then certify the signature on the back of each bond.
- ✓ If you pay a bond, you will provide IRS form 1099-INT to the payee. If your servicing FRB redeems the bond, your servicing FRB will provide IRS form 1099-INT to the payee. All interest from savings bonds/notes is reported as one amount on the IRS form 1099-INT.

- ✓ Free software is available to agents from Treasury for use in determining the redemption values of bonds. The redemption value reflects any penalty due to an early redemption. (Series EE bonds issued May 1997 or later and I Bonds are subject to a three-month penalty if cashed in the first five years from the issue date.)

B. Bonds That You Can Pay

- You can pay Series E/EE and I bonds and savings notes that are at least 12 months old and presented by an owner or coowner. You can pay Series A, B, C, and D savings bonds. Because these bonds have matured, the redemption value is the face amount printed on the bond.
- You can pay a beneficiary who provides a certified copy of the death certificate.
- You can pay a fiduciary handling a decedent's estate who provides a certified copy of the letters of appointment. The letters of appointment must not be more than one year old or must be updated within six months from the date it is presented. If the bonds are in coowner or beneficiary form of registration, the fiduciary must provide certified copies of the death certificates of both parties. The fiduciary must also supply the TIN of the estate or SSN of the last decedent. A fiduciary cannot redeem a bond unless all parties named on the bond are deceased.
- You can pay a fiduciary whose name and title are shown in the bonds' registrations.
- Identification requirements include
 - ✓ Customer Identification
 - ✓ Personal Identification
 - ✓ Documentary Identification: when relying solely on documentary identification, you must limit the redemption value to \$1,000 or less per transaction.
- Paid bonds are submitted to the local FRB using a method known as EZ CLEAR.

C. Bonds That You Cannot Pay

- ⊗ Series F, G, H/HH, J, and K savings bonds.
- ⊗ Series E/EE and I bonds or savings notes with registrations other than individuals in their own right. *See exceptions noted in "B. Bonds That You Can Pay".*
- ⊗ Series EE and I bonds that are less than 12 months old.
- ⊗ Bonds presented by an attorney-in-fact (power of attorney).
- ⊗ Bonds issued in the name of a corporation, partnership, association, or any other type of company or institution.
- ⊗ Bonds that are mutilated, altered, defaced, or irregular in any way.
 - Partial redemption transactions must be forwarded to the servicing FRB for processing. Indicate the amount the bondowner wishes to redeem and the remainder to be reissued.

D. Preparing Bonds to Be Paid by the Federal Reserve Bank

- Before submitting bonds to the servicing FRB, ensure
 - ✓ The "Request for Payment" section has been properly completed.
 - ✓ The bonds are certified with an officer's (or authorized employee) signature and paying agent seal or medallion.
 - ✓ The proper evidence has been obtained.
 - Forward the bonds and documents to the servicing FRB for processing. The transaction will be processed within five business days from the date the transaction is approved for payment.

Appendix I

Glossary of Terms

Term	Definition
Accrual Bond	A bond that increases in value as interest is added to the principal. Both principal and interest are paid in a lump sum when the bond is redeemed. Series E/EE, I, retirement plan bonds, and individual retirement bonds are the currently outstanding accrual type securities. Series A through Series D, Series F bonds, and savings notes, all now matured, were also accrual type securities.
Administered Estate	An administered estate is supervised by the court and is one for which a legal representative has been appointed.
Administrator/ Administratrix	A person appointed by a court to administer the estate of a deceased person.
Applicant	Person completing an application. An applicant may be (a) an individual bondowner; (b) both coowners; (c) parents or legal guardians of minors; (d) persons entitled to bonds of decedents, trustees, and other fiduciaries (or their successors); (e) authorized officers of organizations; and (f) purchasers.
Appreciation Type Security	See Accrual Bond.
Baby Bonds	A name given to the Series A-1935 savings bond but carried over to Series B-1936, C-1937/1938, and D-1939/1941 (April) bonds.
Batch	A group of one to 40 bond order forms submitted to a servicing Federal Reserve Bank by an issuing agent with a covering Batch Transmittal Form.
Beneficiary (POD)	A person whose name appears second on a savings bond under the designation "POD" or "Payable on Death" and who becomes the sole owner of the bond upon the death of the owner.
Beneficiary under a Trust	The party for whose benefit a trust is created or who is entitled to the income from the trust. The beneficiary may also be called a <i>Donee</i> or the <i>Cestui que trust</i> .
Bequest	A gift by will of personal property; a legacy.
Bond	A U.S. Savings Bond of any series. The word is also used for savings notes.

Term	Definition
Bond of Indemnity	An instrument stating a fixed sum as a penalty, binding the parties to pay that penalty unless one or more of the parties performs a certain act.
Branch Number	Four-digit number added to the ABA number to indicate a specific branch of a financial institution. Main offices are assigned four zeros as their branch numbers.
Certification	Process by which a bank or other financial institution guarantees a signature in the request for payment on a savings bond, a detached request for a savings bond payment, a request for reissue, or other applications relating to savings bonds.
Certified Copy	Copies of original legal documents that contain a raised or impressed seal.
Court of Probate	A court having jurisdiction over the probate of wills, the grant of administration, and the supervision of the management and settlement of the estates of decedents, including the collection of assets, the allowance of claims, and the distribution of the estate. In some jurisdictions, such as New York and New Jersey, these courts are called Surrogate Courts.
CPI-U	Abbreviation for the non-seasonally adjusted U.S. City Average All Items Consumer Price Index for All Urban Consumers published by the Bureau of Labor Statistics. The index is used to determine the semiannual inflation rate applied to I Bonds.
Current Income Bond	A bond on which interest is paid semiannually to the owner while the principal invested remains constant at face value. Series H/HH bonds are current-income type securities. Series G and Series K bonds, both now matured, were also current-income type bonds.
Decedent	A deceased person.
Deflation	A negative change over time in a price index (e.g. consumer price index) that measures changes in general price levels. Reflects an overall reduction in the volume of available money and credit, which results in a decline in price levels.
Denomination	The dollar amount shown on the face of the security ("face amount" or "face value") and designated by alpha codes at the beginning of the serial number: X - \$ 10 or \$10,000 Q - \$ 25 L - \$ 50 K - \$ 75 C - \$ 100 R - \$ 200 D - \$ 500 M - \$ 1,000 V - \$ 5,000 W - \$ 100,000

Term	Definition
Denominational Exchange	Exchanging bonds of one denomination (face amount) for bonds of another denomination (face amount) within the same series and issue date.
Executor/ Executrix	The person appointed in a decedent's will to carry out the directions and requests in the will and to dispose of the property according to the testamentary provisions.
Extended Maturity Period	An interest bearing period after the original maturity date granted by the Treasury (also known as extension period).
EZ CLEAR	The system financial institutions use to present redeemed bonds to a local Federal Reserve Bank through the commercial check collection system. All Series A-E bonds, Series EE bonds, I Bonds, and savings notes may be submitted in an EZ CLEAR deposit.
Face Value	The denomination amount shown on the front of a savings bond.
Fiduciary	A person undertaking the duty to act primarily for another's benefit (e.g., executor, administrator, trustee, guardian).
Fiduciary Capacity	Relates to conducting business or handling property for the benefit of another person.
Final Maturity	The point at which a bond stops earning interest (Original maturity + extension [s] = final maturity). Also known as Final Extended Maturity Date.
Identifier	A person who establishes the identity of the presenter of a bond for payment or reissue.
Incompetent/ Incapacitated Person	An individual who is incapable of handling his or her business affairs because of a legal, mental, or medical disability, except for minors who are incompetent solely because of age.
Individual Retirement Bonds	Nontransferable accrual type securities sold to individuals eligible to participate in an Individual Retirement Account (IRA). The sale of these bonds was terminated April 30, 1982.
Inflation-Indexed Security	A bond that earns interest based in part on the percent change in the CPI-U index.
Inscription	See Registration.
Interest	Compensation at a specified rate which is paid for the use of money.
Interest (Compound)	Interest upon interest, where accrued interest is added to the principal sum, and the whole treated as a new principal, for the calculation of the interest for the next period.

Term	Definition
Interest (Simple)	Compensation which is paid for the use of the principal (sum lent), at a certain rate made by law.
Issue Date	The first day of the month in which the bond is purchased. The issue date is entered in the upper right-hand corner of the bond. The issue date is the date used for determining when the bond is eligible for payment, the amount at which an accrual type bond is redeemed, the interest payment dates on current income bonds, and the date the bond reaches maturity and ceases to earn interest.
Issue Price	The actual amount paid to purchase a savings bond. For example, Series E bonds were purchased for 75% of face value, whereas Series EE bonds are purchased for 50% of face value. Series I bonds are purchased for 100% of face value.
Legal Evidence	Evidence required to process a savings bond transaction, such as death certificates, and letters of appointment.
Legal Representative	A person appointed by a court to act on behalf of the estate of another. This is a generic term encompassing all types of representatives, including executors, administrators, personal representatives, and guardians.
Letters of Administration	A document issued by the proper court appointing someone as an administrator of an estate.
Letters Testamentary	A document issued by the proper court appointing someone as an executor of a will.
Local Federal Reserve Bank	The Federal Reserve Bank/Branch/RCPC in your zone that services your institution for check processing.
Minor	A person who is under the age of legal competence; a person under the age of majority.
Mutilated	Bonds that are ripped, torn, or otherwise damaged after receipt by the bondowner.
Nonadministered Estate	An estate of a decedent that is not supervised by the court and for which a legal representative has not been appointed.
Nonreceipt	A registered bond reported lost, stolen, or destroyed before the bondowner or purchaser receives it. See Replacement.
Original Maturity	The initial period of time when a savings bond earns interest according to the terms and conditions in effect at the issue date.
Par	See Face Value.

Term	Definition
Person	Any legal entity, including but not limited to, an individual, a partnership, a corporation (public or private), an unincorporated association, or a trust estate.
Personal Representative	In some states, a person appointed to administer the estate of a decedent is called a personal representative instead of an administrator or executor.
Personal Trust Estate	A trust estate established by natural persons in their own right for the benefit of themselves or other natural persons in whole or in part.
Power of Attorney	An instrument whereby the person (grantor) giving the power authorizes another (attorney-in-fact) to act on his or her behalf. The instrument itself is called a power of attorney. The person acting under the power is called an attorney-in-fact.
Presenter	Person requesting payment or reissue of a bond.
Principal Coowner	The coowner whose funds were used to purchase the bonds or who received the bonds as a gift, as an inheritance, or through court proceedings and had the bonds reissued to add another person as coowner without receiving contribution from that other person.
Probate	A judicial act or determination, by a court having competent jurisdiction, establishing the validity of a will. This means that the court is satisfied that the will is authentic and properly admissible in court and that the decedent was competent and under no undue influence when the will was made. The act or process of proving a will.
Regional Check Processing Center (RCPC)	An FRB office whose primary responsibility is check processing.
Registration	The social security number or employer identification number, names, and addresses appearing on the face of a bond. Same as Inscription.
Replacement	Issuance of a new bond when a bond is reported lost, stolen, destroyed, mutilated, or not received.
Retirement Plan Bonds	Nontransferable accrual type securities sold to individuals eligible to participate in the Keogh Act retirement savings program. Treasury terminated the sale of these bonds April 30, 1982.
Revocable Trust	A trust that the grantor may rescind or cancel.
Routing Transit Number	A 9-digit number assigned by Rand McNally to be used by financial institutions; commonly referred to as an ABA number.

Term	Definition
Savings Bond	An official instrument issued by the U.S. Treasury or an authorized agent showing that money has been loaned to the U.S. Government and is payable to the person to whom it is registered. It is a contract between the Government and the bondowners. Each bond is a registered security for which a record is maintained by the Bureau of the Public Debt.
Savings Note	Nontransferable, accrual type security issued in registered form on a discount basis at 81 percent of face value in denominations of \$25, \$50, \$75, and \$100. Savings Notes, also called Freedom Shares, have not been issued since 1970.
Savings Stamps	Nonregistered securities that were issued to apply toward the purchase price of Series E bonds. Stamps were sold at face amount in denominations of \$.10, \$.25, \$.50, \$1.00, and \$5.00 and do not earn interest. Treasury discontinued the sale of savings stamps June 30, 1970.
Servicing Federal Reserve Bank	One of five Federal Reserve Banks that processes bond transactions. <i>See Appendix G.</i>
Taxable Event	A reissue transaction that requires the reporting of interest deferred or earned from the issue date of the bonds to the date of the reissue transaction.
Trust	Property, real or personal, held by one party for the benefit of another.
Trust Agreement Trust Instrument	<p>The document that specifies in writing the authority, duties, and rights of the parties involved. A trust instrument may be referred to by the following names:</p> <ol style="list-style-type: none"> 1. Declaration of Trust (D/T) 2. Deed of Trust (D/T) 3. Trust Indenture (T/I) 4. Agreement of Trust (A/T) <p>While there are certain technical variations in the meaning of these terms, they may be considered synonymous when used in connection with savings bonds.</p>
Trustee	The party appointed to administer a trust.
Trustor	The party who creates a trust. The trustor may also be called the "Maker," "Donor," "Grantor," or "Settler." All of these terms are synonymous.
Voluntary Guardian	An individual who is recognized as authorized to act for an incapacitated person as provided in the regulations governing U.S. Savings Bonds (Section 315.64 of Department of the Treasury Circular 530 and Section 353.64 of Department of the Treasury Circular, Public Debt Series No. 3-80).

Questions and Answers

Series EE Savings Bonds Issued May 1997 and Thereafter

What interest rate does my bond earn?

Series EE savings bonds purchased on or after May 1, 1997, earn interest based on market yields for five-year Treasury securities. The rate is 90% of the average yields on five-year Treasury securities for the preceding six months.

How long do I have to hold my bond before I can cash it?

Effective February 2003, you can cash your bond any time after twelve months. However, if your bond is cashed before five years, a three-month interest penalty applies. In effect, you lose the last three months' worth of interest. For example, if you buy a bond in May 1997 and cash it 24 months later in May 1999, you get your original investment back plus 21 months of interest. The value of the bond would be based on the announced rates applied over the 21-month period from May 1997 through February 1999.

How is interest added to my savings bonds?

Series EE savings bonds purchased on or after May 1, 1997, increase in value every month. The bond's interest rate is compounded semiannually. The rate that Treasury announces each May and November is applied to a bond for the six-month earning period.

How does Treasury set the rate?

Series EE savings bonds purchased on or after May 1, 1997, earn the higher rate right from the start. The rate is 90 percent of the average five-year Treasury market yields for the preceding six months. Treasury announces a savings bond rate each May 1 and November 1. The rates announced each May and November are the annual rates that apply to bonds for that six-month earning period. For example, the six-month earning period for a bond issued in May is from May through October; for a bond issued in June, it's June through November. The rate that is announced is the rate bonds will earn during the six-month earning period.

When will my bond be worth face value?

Since the interest rate can change each six months, there is no way to predict when your bond will be worth face value. A bond earning interest at an average rate of 5% per year, compounded semiannually, would reach face value no later than $14\frac{1}{2}$ years after issue, while a bond earning interest at an average rate of 6% per year, compounded semiannually, would reach face value no later than 12 years after issue.

For bonds purchased May 1, 1997 through May 30, 2003, you are guaranteed that your bond will be worth at least face value at 17 years. If the interest rates have been too low for your bond to accrue enough interest to be worth face value at 17 years, Treasury will make a one-time adjustment to increase the redemption value to face value at that time.

For bonds purchased June 1, 2003, and thereafter, you are guaranteed that your bond will be worth at least face value at 20 years. If the interest rates have been too low for your bond to accrue enough interest to be worth face value at 20 years, Treasury will make a one-time adjustment to increase the redemption value to face value at that time.

Series EE Savings Bonds **Issued May 1997 and Thereafter** (continued)

What happens after my bond reaches face value?

Your bond will continue to earn interest until it is 30 years old.

What will the interest be during this time?

The period from when your bond reaches face value to 30 years is an "extension". During this period, your bond will earn interest at the rates in effect then for extension for Series EE bonds issued May 1997 and thereafter.

Questions and Answers

Series EE Savings Bonds **Issued May 1995 through April 1997**

What interest rate does my bond earn?

Your bond earns interest from purchase through original maturity (17 years) based on market yields for Treasury securities.

For the first five years, your bond earns the *short-term* rate.

From 5 years to 17 years, your bond earns the *long-term* rate.

What are the *short-term* and *long-term* rates?

The *short-term* and *long-term* rates are announced by Treasury. They change each May 1st and November 1st to reflect changes in the market yield for Treasury securities.

The *short-term* rate is 85% of the average of six-month Treasury security yields over the three months prior to May 1 and November 1.

The *long-term* rate is 85% of the average of five-year Treasury security yields over the six months prior to May 1 and November 1.

To find out what the rates are for the current six months, call 1-800-4US BOND.

How is the rate applied to my bond?

Based on the rate in effect at the beginning of each period, interest will be added to your bond every six months. For example, if you bought a \$100 Series EE bond in July 1996, you paid \$50. From July through December 1996, the bond earned interest based on the *short-term* rate announced May 1996 of 4.36%. On January 1, 1997, the value of your bond increased to \$51.08. From January 1997 through June 1997, your \$51.08 earned interest based on the *short-term* rate announced November 1996 of 4.56%.

When will my bond be worth face value?

Since the interest rate can change each six months, there is no way to predict when your bond will be worth face value. A bond earning interest at an average rate of 5% per year, compounded semiannually, would reach face value no later than 14 $\frac{1}{2}$ years after issue while a bond earning interest at an average rate of 6% per year, compounded semiannually, would reach face value no later than 12 years after issue.

You are guaranteed that your bond will be worth at least face value at 17 years. If the interest rates have been too low for your bond to accrue enough interest to be worth face value at 17 years, Treasury will make a one-time adjustment to increase the redemption value to face value at that time.

What happens after 17 years?

Your bond will continue to earn interest for an additional 13 years, until it is 30 years old.

What will the interest rate be during this time?

The period from 17 years to 30 years is an “extension”. During this period, your bond will earn interest at the rates in effect then for extensions for Series EE bonds issued May 1995 through April 1997.

Questions and Answers

Series EE Savings Bonds Issued November 1982 through April 1995

What interest rate does my bond earn?

If your bond is less than five years old, it is earning interest at a guaranteed rate. For bonds with issue dates prior to March 1993, the guaranteed rates were gradually increased during the initial five-year period. Series EE savings bonds with issue dates from March 1993 through April 1995 earn interest at a guaranteed 4% per year during the first five years.

If your bond is five years old or older, your bond earns interest based on **market-based investment yields** or **guaranteed minimum investment yields**.

What do you mean "or"? How do I know which one applies to my five-year old or older bond?

Actually, they both apply. Treasury calculates the value of your bond two ways, using the **market-based investment yield** and **guaranteed minimum investment yield**, and gives you the better overall return.

But how can I know what my bond is earning now?

The *United States Savings Bonds/Notes Earnings Report* provides this information. You can obtain a copy from the Public Debt web page at www.savingsbonds.gov or by contacting your servicing Federal Reserve Bank.

What is a **market-based investment yield**? How is it applied to my five-year old or older bond?

Each May 1st and November 1st, Treasury determines an average of five-year Treasury security yields from the preceding six months. Each time your bond is due to increase in value, Treasury re-calculates the bond's **market-based** redemption value from the issue date. The averages of the Treasury security yields for the six-month earning periods are added together and divided by the number of semiannual periods since the bond was issued. The result is multiplied by 85% and rounded. This one rate is applied for each semiannual period since the bond was issued.

Can you give me an example?

If you bought a bond in June 1985, by December 1994, the bond was 9 $\frac{1}{2}$ years old. During the 9 $\frac{1}{2}$ years, there were 19 six-month interest earning periods. For each earning period, there is an applicable five-year Treasury security yield. To determine the **market-based** December 1994 value of your bond, the 19 average five-year Treasury security yields were added together and divided by 19. The result was multiplied by 85% and then rounded to the nearest $\frac{1}{4}$ of one percent (.25%). The result was the **market-based investment yield**. The **market-based** worth of your bond on December 1994 was calculated by applying this yield, or rate, to the entire 9 $\frac{1}{2}$ years.*

A year later, to determine the **market-based investment yield** for your bond for December 1995, the applicable average five-year Treasury security yields for the interest periods December 1994 through May 1995 and June 1995 through November 1995 were added to those for the other 19 six-month interest earning periods and divided by 21 to obtain the average. This was multiplied by 85%; but this time the result was rounded to the nearest one-hundredth of one percent (.01%). The **market-based** worth of your bond for December 1995 was calculated by applying this yield to the entire 10 $\frac{1}{2}$ years.

*Note: All redemption values calculations are performed on a hypothetical base denomination of \$25. Redemption values for bonds of greater denominations are in direct proportion according to the ratio of denominations, i.e. a \$50 bond would be worth twice the value of the base denomination, a \$200 bond would be worth 8 times the value of the base denomination.

Why is the rounding to .25% in some cases and .01% in others?

When bonds are issued, an original maturity period is established. (Your 1985 bond had an original maturity period of 10 years.) After original maturity, bonds may be held for additional extensions of maturity. During maturity periods that began before May 1989, rounding of the market-based investment yield is to the nearest $\frac{1}{4}$ of one percent. If the current maturity period was entered on or after May 1, 1989, the rounding is to the nearest one hundredth of one percent.

What are the original maturity periods for my bonds?

For bonds dated November 1982 through October 1986, it was 10 years.

For bonds dated November 1986 through February 1993, it is 12 years.

For bonds dated March 1993 through April 1995, it is 18 years.

**Where does the *guaranteed minimum investment yield* come in?
How does it apply to my bond?**

When Treasury first offered a **guaranteed minimum** return in November 1982, the rate for the original maturity period was set at 7.5% per year, compounded semiannually. Effective with bonds issued November 1986, the rate was reduced to 6% per year, compounded semiannually. You had to hold a bond no less than five years to receive the **guaranteed minimums**. For bonds issued March 1993 through April 1995, the rate is 4% from issue date. With each offering, Treasury established a table of redemption values for the original maturity period based on the **guaranteed minimum** return promised.

Can you give me an example?

Let's use your June 1985 bond again. When you bought this bond, Treasury promised that if you held the bond at least five years then you would receive a return of no less than 7.5% per year, compounded semiannually, during the original maturity period of the bond. In December 1994, the bond had not reached original maturity and had been held at least 5 years; therefore, the redemption value reflected a yield of the promised 7.5% per year, compounded semiannually, from the issue date to December 1994.

What happens after my bond reaches original maturity?

For original maturity, Treasury has established a table of redemption values which reflects the ***guaranteed minimum*** rate promised. After the bond reaches original maturity, it enters an extension. The ***guaranteed minimum*** during the extension will be the rate in effect at the time the extension starts, right now 4% per year, compounded semiannually. During the first extension, each time a bond is due to increase in value, Treasury re-calculates the bond's ***guaranteed minimum*** redemption value starting with what the bond is guaranteed to be worth at original maturity, and applies the ***guaranteed minimum*** rate for the current extension to each interest period since original maturity.

Can you give me an example?

On June 1, 1995, your June 1985 bond reached original maturity. At that time, the value of your bond reflected the guaranteed rate of 7.5%. By December 1995, your bond had one interest earning period in extended maturity. When your bond entered the extended maturity period, the guaranteed minimum in effect for extensions was 4%. To determine the December 1995 guaranteed minimum value of your bond, the interest rate of 4% per year, compounded semiannually, is applied to the June 1995 value for one semiannual period.

You said the "first extension". Is there more than one extension?

The first extension is 10 years. The bond then enters a second extension, earning interest until it is 30 years old. During the second extension, Treasury re-calculates the bond's guaranteed minimum redemption value, starting with what the bond is guaranteed to be worth at the end of the first maturity and applying the rate in effect when the second maturity was entered for each interest period since.

If I go to the bank and cash my bond, will I receive a redemption value that is calculated with either the *market-based investment yield* or *guaranteed minimum investment yield*, whichever makes my bond worth more?

Yes.

With this method, I can't compare a *market-based* return with a *guaranteed minimum investment yield* for a six-month period?

That's correct. The *market-based investment yield* and *guaranteed minimum investment yield* result from two separate, competing calculations. Overall market-based return from the bond's date of issue is compared with overall guaranteed return from that date. This approach does not involve comparing a market-based return with a guaranteed minimum investment yield for the current year or six-month period.

Can you give me an example?

Taking a June 1986 bond as an example, the *market-based investment yield* was 6.11% per year compounded semiannually, from June 1, 1986, to June 1, 1997. Over that same period, the overall *guaranteed minimum investment yield* for the bond was greater, 7.18% per year, compounded semiannually, including two six-month periods (June 1, 1996 to June 1, 1997) at 4% per year, compounded semiannually, as well as earnings at the higher rate of 7.5% per year, compounded semiannually, during the preceding 10 years (20 six-month periods from June 1, 1986 to June 1, 1996).

As bonds have entered an extension since March 1, 1993, many bond owners have observed that their bonds are increasing in value at 4% per year, compounded semiannually, and expressed concern because every market-based rate they have seen or heard of is higher. However, when comparing returns (market-based versus guaranteed minimum), Treasury is not looking just at the 4% per year, compounded semiannually, alone. Treasury is looking at the overall guaranteed minimum return since each bond was issued, and comparing that with the overall market-based return over the same period.

Questions and Answers

Series E/EE Savings Bonds & Savings Notes Issued Before November 1982

What interest rate is used to calculate what my bond or note is worth?

If your bond is still earning interest, the interest is currently based on *market-based investment yields* or *guaranteed minimum investment yields*. All savings notes have stopped earning interest.

What do you mean, "If my bond is still earning interest"?

A Series E bond issued prior to December 1965 stops earning interest when it is 40 years old. A Series E bond issued December 1965 or later, a Series EE bond stops earning interest when it is 30 years old. All savings notes stopped earning interest after 30 years.

What do you mean *market-based investment yields* "or" *guaranteed minimum investment yields*? How do I know which one applies to my bond or note?

Actually, they both apply. Treasury calculates the value of your bond or note two ways, using the *market-based investment yield* and *guaranteed minimum investment yield*, and gives you the better overall return.

But how can I know what my bond is earning now?

The *United States Savings Bonds/Notes Earnings Report* provides this information. You can obtain a copy from the Public Debt web page at www.savingsbonds.gov or by contacting your servicing Federal Reserve Bank.

When did Treasury start using the *market-based investment yield* and *guaranteed minimum investment yield*?

Treasury first offered market-based rates for savings bonds in November 1982. Bonds and notes outstanding at that time were to be included in the program if the owner continued to hold the bond or note for at least five years from the date it first increased in value on or after November 1, 1982. Series E bonds which were 40 years old before November 1987 were not eligible for the program.

What do you mean by "the date it first increased in value on or after November 1, 1982"?

Bonds and notes generally increase in value every six months. An eligible bond or note that increased in value each April and October, for example, entered the market-based rate program on April 1, 1983 and had to be held until April 1988.

Series E/EE Savings Bonds & Savings Notes Issued Before November 1982
(continued)

**You said "generally increase in value every six months".
Are there exceptions I need to know about?**

Yes. When a bond or note was first issued, it was given an original maturity period. For some Series E bonds, the original maturity period was such that the last interest earning period in original maturity was less than six months. For example, the last interest earning period for a bond with a June 1972 issue date was four months because the original maturity of the bond was 5 years, 10 months. This bond increased in value on December 1, 1977 (5 1/2 years after issue) and again on April 1, 1978 (5 years and 10 months after issue).

What happens after the original maturity period?

After a bond or note reaches original maturity, it enters a 10-year extension and increases in value six months from the original maturity date, as well as every six months thereafter during the extension. Additional maturity periods follow. Each additional maturity period is 10 years long unless a period of less than 10 years is required for the bond or note to reach the age at which it stops earning interest. During extensions, the bond or note increases in value every six months from the date the maturity period was entered. A final interest earning period may be less than six months.

For example, the June 1972 bond increases in value each April 1st and October 1st during its extended maturity periods with the next-to-last increase on April 1, 2002 and the final increase on June 1, 2002. (The original maturity was 5 years 10 months, April 1978. The first extension was from April 1978 through March 1988 and the second extension was from April 1988 through March 1998. At this point the bond is 25 years and 10 months old. Since it stops earning interest at 30 years, the final extension is 4 years and 2 months.)

**So a bond with an April issue date, for example, may not
always increase in value in April and October?**

That's right. Also, a bond or note entered the market-based rate program the first time it increased in value on or after November 1, 1982. Since the June 1972 bond, for example, was increasing in value each April and October at that point, it entered the market-based rate program April 1, 1983, not December 1, 1982.

What are the original maturity periods for my bonds and notes?

For original maturity information, see "Original and Final Maturity" in Chapter 1. You may also contact your servicing Federal Reserve Bank.

**So once I know the original maturity of my bond or note, I can
determine when it entered the market-based rate program and
when it increases in value. What is a *market-based investment*
yield? How is it applied to my bond or note?**

Each May 1st and November 1st, Treasury determines an average of five-year Treasury security yields from the preceding six months. Each time your bond or note is due to increase in value, Treasury re-calculates the **market-based** redemption value from the date it first increased in value on or after November 1, 1982. The averages of the Treasury security yields for the six-month earning periods since are added together and divided by the number of semiannual periods since that date. The result is multiplied by 85% and rounded. This one rate is applied for each semiannual period since the date of the first increase in value on or after November 1, 1982.

Can you give me an example?

Let's say you purchased a bond in June 1968. In 1982, this bond was in an extended maturity period with increases in value occurring each June 1st and December 1st (the bond had an original maturity of 7 years). Its first increase in value on or after November 1, 1982, was December 1, 1982. The value of the bond for December 1982 is the starting point for determining the value of the bond using a market-based investment yield.*

Now let's look at how the June 1994 market-based value was determined. In the 11 $\frac{1}{2}$ years between December 1982 and June 1994, there were 23 semi-annual interest earning periods. For each earning period, there is an applicable five-year Treasury security yield. To begin determining the **market-based** yield for the June 1994 market-based value of your bond, the 23 average Treasury security yields were added together and divided by 23. The result was multiplied by 85% and then rounded to the nearest $\frac{1}{4}$ of one percent (.25%). The result was the **market-based investment yield**. The **market-based** worth of your bond on June 1994 was calculated by applying this yield to the entire 11 $\frac{1}{2}$ years.

Two years later, to determine the **market-based investment yield** for your bond for June 1996, four additional applicable average five-year Treasury security yields were added to those for the other 23 six-month interest earning periods and divided by 27 to obtain the average. The result was multiplied by 85%, but this time the result was rounded to the nearest one-hundredth of one percent (.01%). The **market-based** worth of your bond for June 1996 was calculated by applying this yield to the entire 13 $\frac{1}{2}$ years.

*Note: All redemption values calculations are performed on a base denomination of \$25. This is a hypothetical denomination in the case of EE bonds. Redemption values for bonds of greater denominations are in direct proportion according to the ratio of denominations, i.e. a \$50 bond would be worth twice the value of the base denomination, a \$200 bond would be worth 8 times the value of the base denomination.

Why is the rounding to .25% in some cases and .01% in others?

During maturity periods that began before May 1989, rounding of the market-based investment yield is to the nearest $\frac{1}{4}$ of one percent. If the current maturity period was entered on or after May 1, 1989, the rounding is to the nearest one hundredth of one percent.

**Where does the *guaranteed minimum investment yield* come in?
How does it apply to my bond?**

Unless the date a bond or note first increased in value on or after November 1, 1982, happened to coincide with the beginning of a new maturity period, guaranteed minimum returns for the remainder of the maturity period the bond or note was in were reflected in published tables of redemption values. These values were determined with rates announced and published prior to November 1982.

As a bond or note entered an extension, the guaranteed minimum in effect at that time became that bond's or note's **guaranteed minimum investment yield** for that extension. When Treasury first offered a **guaranteed minimum** return in November 1982, the rate was set at 7.5% per year, compounded semiannually, for bonds or notes entering an extension. For bonds or notes entering an extension on or after November 1986, the rate was reduced to 6% per year, compounded semiannually. For bonds or notes entering an extension March 1993 or later, the rate is 4% per year, compounded semiannually.

Series E/EE Savings Bonds & Savings Notes Issued Before November 1982
(continued)

Can you give me an example?

Let's use the June 1968 bond again. By December 1987, when it had been held five years under the market-based rate program, it had entered its second 10-year extension of maturity. That second extension began on June 1985 when the guaranteed minimum rate in effect for extensions was 7.5%. The December 1987 guaranteed minimum value of this bond was determined by using the value of the bond on June 1, 1985 and applying a rate of 7.5% per year, compounded semiannually, to each of the five semiannual interest earning periods from June 1985 through November 1987.

Does the same thing apply to each additional extension?

Generally, yes. Each extension is 10 years (except the final extension, which may be less than 10 years). During each extension, Treasury goes back to the guaranteed minimum value of the bond or note at the end of the previous maturity period and applies the rate in effect when the current maturity was entered for each interest period since.

Can you give me an example?

A savings note issued January 1970 had an original maturity of 4 years and six months. On July 1, 1984, it entered its second 10-year extended maturity. At that time, the value of the note reflected the rates in effect prior to the introduction of the market-based rate program. The guaranteed minimum value of the note for July 1990 was calculated using the value of the note in July 1984 and applying the rate of 7.5% per year, compounded semiannually, to each of the 12 semiannual interest earning periods from July 1984 through June 1990.

The note entered its third and final extension of maturity (a 5 year and six month extension) on July 1994. The guaranteed minimum value of the note on July 1998 is calculated using the July 1994 guaranteed minimum value and applying the rate of 4% per year, compounded semiannually, for the 8 semiannual interest earning periods from July 1994 through June 1998.

Is there an exception?

Yes. Series E bonds and notes were granted a one-time bonus in January 1980. The bonus applied if a bond or note was held to the date it first increased in value on or after January 1, 1991, if the bond or note did not stop earning interest before that date.

How was this 11-year bonus applied?

When each Series E bond or note increased in value for the first time on or after January 1, 1991, the guaranteed minimum value of the bond or note included the 11-year bonus. For the remainder of the maturity period the bond or note was in when it received the bonus, calculations of guaranteed minimum values were based on the guaranteed minimum value of the bond or note (including the bonus) on the first date it increased in 1991 rather than the date it entered the maturity period. If the bond or note entered another maturity period after that 1991 date, calculations once again were based on the value of the bond or note at the start of the latest extension.

Series E/EE Savings Bonds & Savings Notes Issued Before November 1982
(continued)

Can you give me an example?

Once again, let's use the June 1968 bond. Let's look at a June 1994 value for the bond based on a guaranteed minimum investment yield. The bond entered its second extension of maturity in June 1985. Normally, the June 1985 value would be the base for calculations of the guaranteed minimum value during the second extension; but, this bond was also entitled to the one-time bonus the first time it increased in value in 1991. The June 1991 guaranteed minimum value included the 11 year bonus. Therefore, the June 1994 guaranteed minimum value was calculated using the June 1991 guaranteed minimum value as a base and applying the rate of 7.5% per year, compounded semiannually, to each of the six semiannual interest earning periods from June 1991 to June 1994. Similarly, the guaranteed minimum value of the bond on June 1995, when it entered its third extended and final maturity, was calculated with the June 1991 guaranteed minimum value as a base and the rate of 7.5% per year, compounded semiannually, applied for the eight semiannual interest earning periods from June 1991 through May 1995.

The June 1996 guaranteed minimum value of the bond is calculated by using the June 1995 guaranteed minimum value as a base and applying the rate of 4% per year, compounded semiannually, to the two semiannual interest earning periods since.

If I go to the bank and cash my bond or note, I will receive a redemption value that is calculated with either the *market-based investment yield* or *guaranteed minimum investment yield*, whichever makes my bond or note worth more?

From the issue date until the bond or note first increased in value on or after November 1982, increases in its value were based on the rate of return promised when the bond or note was issued and on adjustments to that rate made when Treasury announced rate increases. If you held the bond or note at least five years after the date it first increased in value on or after November 1, 1982, the difference in the value of your bond or note from the date of that first increase on or after November 1, 1982, and the redemption value you receive is based on the *market-based investment yield* or the *guaranteed minimum investment yield*, whichever increases the value of your bond or note more overall.

With this method, I can't compare a *market-based* return with a *guaranteed minimum investment yield* for a six-month period?

That's correct. The *market-based investment yield* and *guaranteed minimum investment yield* result from two separate, competing calculations. Overall market-based return from the date an eligible bond or note first increased in value at the start of the market-based investment yield program is compared with overall guaranteed return from that date. This approach does not involve comparing a market-based return with a guaranteed minimum investment yield for the current year or six-month period.

Series E/EE Savings Bonds & Savings Notes Issued Before November 1982
(continued)

Can you give me an example?

Taking our June 1968 E bond as an example, the *market-based investment yield* was 6.97% per year, compounded semiannually, from December 1, 1982, to June 1, 1997. Over that same period, the overall *guaranteed minimum investment yield* for the bond was greater, 7.56% per year, compounded semiannually, including four six-month periods (June 1, 1995 to June 1, 1997) at 4% per year, compounded semiannually, as well as earnings at higher rates averaging about 8.14% per year, compounded semiannually, during the preceding 12 1/2 years (25 six-month periods from December 1, 1982 to June 1, 1995).

As bonds have entered an extension since March 1, 1993, many bondowners have observed that their bonds are increasing in value at 4% per year, compounded semiannually, and expressed concern because every market-based rate they have seen or heard of is higher. However, when comparing returns (market-based versus guaranteed minimum), Treasury is not looking just at the 4% per year, compounded semiannually, alone. Treasury is looking at the *overall* guaranteed minimum return since each bond first increased in value on or after November 1, 1982, and comparing that with the *overall* market-based return over the same period.

Bonds Purchased as IRA (Individual Retirement Account) Investments: Issues Related to Issuing and Redeeming

Issuing as IRA Investments

Series EE and I bonds *may* be issued to show the names and fiduciary capacities of trustees or custodians appointed to manage IRAs.

- **Taxpayer identifying number:** In every case, the investor's Social Security Account Number must be used.
- **Order forms:** PD F 5263-1 (Series EE) and PD F 5374-1 (Series I).
- **Registrations:** One of the following forms should be used.

<ul style="list-style-type: none">◆ 123-45-6789 First Natl Bk Tr U/A Paul E. White IRA Dtd 2-1-89◆ 123-45-6789 First Natl Bk Tr Paul E. White IRA U/A Dtd 2-1-89	<ul style="list-style-type: none">◆ 123-45-6789 First Natl Nk Tr Paul E. White IRA Dtd 2-1-89◆ 123-45-6789 First Natl Bk Cust Paul E. White IRA Dtd 2-1-89
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- **Internal Revenue Code (IRC) references:** You may include references to sections of the IRC in registrations without any verification of their correctness if purchasers request. You do not need to obtain and examine copies of trust, custodial, or similar agreements.
- **Individual ("a natural person") named as trustee/custodian:** A letter from the IRS granting an individual permission to serve as a non-bank trustee/custodian under IRC § 408(a)(2) must be submitted to the servicing FRB with the purchase application. If purchaser insists savings bonds be issued to a non-bank trustee/custodian of an IRA but refuses to furnish a copy of the letter, you should decline to handle the transaction further. You should not submit the purchase order to your servicing Federal Reserve Office.
- **Annual purchase limits:** When receiving a purchase order for an IRA investment, you should ask whether the purchase is a roll-over.
 - **If no:** Annual purchase limits are:
 - **Series EE:** \$60,000 face amount (\$30,000 issue price).
 - **Series I:** \$30,000 face amount.
 - **If yes:** No annual purchase limit applies. A statement indicating roll-over status should be submitted to the servicing FRB with the purchase application.

Redeeming Bonds Purchased as an Ira Investment

- **Payable to:** You may pay bonds to the trustee/custodian named on bonds presented for redemption. Payment must be in accordance with the Treasury's Guide to Cashing Savings Bonds.
- **Questions to ask the presenter:** You must ask the presenter of the bond the following question(s) common to all IRA's:

- Will the redemption proceeds be rolled over into another retirement savings arrangement qualified under the Internal Revenue Code?

If not...

- Do you desire to withhold 10% of the entire redemption proceeds for Federal income tax purposes?
- **Reporting redemptions:** Use IRS Form 1099-R to report redemptions of savings bonds registered in the names of trustees/custodians for IRA's. **DO NOT USE IRS Form 1099-INT.**
 - **Reporting to payees:** Furnish IRS Forms 1099-R to payees by January 31 following the year of redemption.
 - **Reporting to the IRS:** Furnish IRS Forms 1099-R to the IRS by February 28 following the year of redemption. Transmit hard copy IRS Forms 1099-R to the IRS under cover of IRS Form 1096. Use IRS Form 4804 for magnetic tape recording.

Miscellaneous Facts About Savings Bonds Bought as IRA Investment

- **Trustee/custodian involvement:** The trustee/custodian to be designated in bond registrations must be fully involved in the decision to buy bonds and in filling out and submitting the order.
- **Requirement to use savings bonds for IRA investment:** Institutions qualified as IRA trustees/custodians and as savings bond agents may use savings bonds as IRA funding vehicles. However, no institution or agent is required to do so. IRA trustees/custodians are not required to make the public aware that savings bonds can be used in this matter, and they may even counsel customers against doing so.
- **Reporting rules:** When bonds are purchased in the financial institution's name as an IRA trustee/custodian, the financial institution should follow any and all reporting rules it currently observes in opening and maintaining its own IRA accounts.
- **Procedures for closing IRA account:** Paying agents should offer the option either for 10% withholding or for a tax-free rollover when redeeming bonds registered in IRA trustee's/custodian's name. The agent should report the transaction on IRS Form 1099-R. Trustees/custodians should follow any other normal procedures and rules they ordinarily observe in closing IRA accounts offered to their own depositors. For control purposes, trustees/custodians that are also paying agents may benefit by paying bonds in their names as IRA fiduciaries rather than submitting the bonds to another institution or Reserve Office for payment.

Appendix L

Bonds Purchased as a Gift to Minors

Uniform Gifts to Minors Act

Series EE Bonds purchased as a gift under a gift or transfer to minors statute must be registered as prescribed by the statute and a co-owner or beneficiary may not be named in the registration. The approved registrations and the state(s) which use each registration are identified below:

Form of registration: (name) as custodian for (name of minor) under the (name of state) Uniform Gifts to Minors Act

States using above form of registration:

South Carolina
Vermont

Uniform Transfers to Minors Act

Form of registration: (name) as custodian for (name of minor) under the (name of state*) Uniform Transfers to Minors Act

* or District of Columbia

States using above form of registration:

ALABAMA
CALIFORNIA
DISTRICT OF COLUMBIA (DC)
ILLINOIS
KENTUCKY
MASSACHUSETTS
MONTANA
NEW MEXICO
NEW YORK
OHIO
SOUTH DAKOTA
VIRGINIA
WYOMING

ALASKA
COLORADO
FLORIDA
INDIANA
LOUISIANA
MICHIGAN
NEBRASKA
NEW YORK
OKLAHOMA
TENNESSEE
WASHINGTON

ARIZONA
CONNECTICUT
HAWAII
IOWA
MAINE
MINNESOTA
NEW HAMPSHIRE
NORTH CAROLINA
OREGON
TEXAS
WEST VIRGINIA

ARKANSAS
DELAWARE
IDAHO
KANSAS
MARYLAND
MISSISSIPPI
NEW JERSEY
NORTH DAKOTA
PENNSYLVANIA
UTAH
WISCONSIN

Forms of registration used by other states:

GEORGIA:

_____ as custodian for _____ under the Georgia
Transfers to Minors Act

MISSOURI:

_____ as custodian for _____ under the Missouri
Transfers to Minors Act

NEVADA:

_____ as custodian for _____ under Nevada's
Uniform Act on Transfers to Minors

RHODE ISLAND:

_____ as custodian for _____ under the Rhode
Island Uniform Transfers to Minors Act, chapter 7 of title 18

Note: For specific restrictions on registrations in the names of minors for Series EE/HH savings bonds, see 31 CFR § 353.6(c) (DCPD 3-80).

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